PRIVATE VEHICLES
TAWONGA PRIMARY SCHOOL POLICY

Rationale:
- While the use of private vehicles to carry out school related business should be minimised - particularly the transport of students - it is recognised that at times private vehicles may be required to be used for school purposes.

Aims:
- To ensure any use of private vehicles for school related purposes comply with Department of Education requirements.

Implementation:
- There are times when staff or parents may be requested to use their own private vehicles to carry out school related business. These times may include a second vehicle for school camps, transporting staff or students to or from events, or moving equipment etc.
- Prior approval must be sought from the principal before a private vehicle is used on school related business.
- When establishing such routines or arrangements, it must be understood that neither the principal nor school council have the authority to direct staff to use their own private vehicles.
- When a private vehicle is used to transport students, the parent/guardian of each student must be advised of the name of the driver(s) and parents will be requested to provide written consent for their child to travel in a vehicle(s) driven by the named driver(s).
- Parents driving students must have a Working with Children Check.
- The principal must ensure and be provided with evidence that any private vehicle used for official school purposes is currently registered and that the driver holds a valid drivers licence.
- Accurate records of which students are travelling in which vehicles must be kept in case of a road accident. All passengers must have properly fitted seatbelts.
- Any vehicle used in connection with the school program or any school function must have a comprehensive insurance policy that includes liability at law by way of damages to an amount of not less than $20million and an indemnity to the Crown.
- Prior to using the vehicle for official purposes, and prior to any reimbursement by the School Council to the claimant for out of pocket expenses incurred, the principal must receive a completed and signed Application to Use a Private Vehicle on Official Duty form as well as copies of current drivers license, current vehicle registration certificate and copy of insurance policy as detailed above.
- Approval for reimbursement of travel expenses is initially the decision of the Principal, to be ratified by the School Council. Reimbursement rates will be consistent with those below.
- All appropriate alternative modes of travel must be sought (eg: availability of Department of Education vehicles, car pooling, public transport etc.), prior to an individual using their own vehicle.
- Concerns regarding the reimbursement of travel expenses must be directed to the Principal.
- Staff members who park their cars in the school grounds (in the designated car park or otherwise) do so at their own risk.

Evaluation:
- This policy will be reviewed as part of the school’s three-year review cycle.

August 2015

PRIVATE VEHICLES

SCHOOL USE APPLICATION FORM

This form is to be completed, signed and submitted to the school principal for approval before a private vehicle is used for any official school related purposes.

EMPLOYEE’S FULL NAME: __________________________ ID NUMBER: __________________________

NAME OF SCHOOL: __________________________

TRIP DETAILS:
(Describe proposed trip details including purpose, driver, passengers, departure and arrival times etc)

VEHICLE DETAILS:

VEHICLE MAKE: __________________________ ENGINE SIZE: __________________________

MODEL: __________________________ REGISTRATION No: __________________________

YEAR OF MANUFACTURE: __________________________ REGISTRATION EXPIRY DATE: __________________________

VEHICLE INSURER: __________________________ POLICY NUMBER: __________________________

POLICY EXPIRY DATE: __________________________

IS THE VEHICLE COMPREHENSIVELY INSURED? [ ] YES [ ] NO

DOES THE COMPREHENSIVE INSURANCE POLICY INDEMNIFY YOUR EMPLOYER OR THE CROWN AS AN ADDITIONAL INSURED? [ ] YES [ ] NO

IS THE PERSON NAMED ABOVE THE REGISTERED OWNER OF THE VEHICLE?

YES ☐ NO ☐

HAVE ALTERNATIVE MEANS OF TRANSPORT BEEN EXPLORED (eg BUS, TRAIN etc)?

☐ YES ☐ NO ☐ NOT APPLICABLE

DECLARATION:

I declare that as the owner of the private vehicle (detailed above) intended to be used on official school related purposes I will ensure the vehicle is properly registered, and a comprehensive insurance policy that includes liability at way of law by way of damages of not less than $20million and indemnify for my employer or as the driver of the vehicle I am covered by a comprehensive insurance policy that covers my employer or the Crown.

NAME:

SIGNATURE:

DATE:

PRINCIPAL APPROVAL:

Note that private vehicles are not to be used for official school related purposes unless the Principal of the school has authorized their approval for such purposes by signing below:-

PRINCIPAL NAME:

PRINCIPAL SIGNATURE:

DATE:
A copy of this form is to be provided to the employee seeking approval for use of a private vehicle, and a copy is to be placed on the employee’s personal file.

**Reimbursement for private car usage 2015**

These reimbursement rates for private car usage are based on Australian Taxation Office rates.

http://www.ato.gov.au/content

**Private Vehicle rates per business kilometre 66 cents**

This rate accounts for the total running costs of the car, including depreciation, petrol, insurance and repairs.