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 staff members are required to use their own private vehicles for school purposes.

Aims:
• To ensure any use of private vehicles for school related purposes comply with Department of Education and Early Childhood Development requirements.

Implementation:
• There are times when staff are requested to use their own private vehicles to carry out school related business. These times may include a second vehicle for school camps, collecting mail or banking, transporting staff or students to or from events, or moving equipment etc.
• The principal must approve any use of a private vehicle for 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.
• Parent/guardian is requested to provide written consent for their child to travel in a vehicle(s) driven by the named driver(s).
• The principal must ensure that any vehicle used for the transport of students is currently registered and that the driver holds a valid driver’s licence.
• 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.
• Accurate records of which students are travelling in which vehicles must be kept by the school in case of a road accident.
• 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 $20 million and an indemnity to the Crown – owners insured with GIO, RACV, VACC or AAMI are already covered due to an agreement between DEECD and the insurers.
• The principal must approve any use of a private vehicle for school related business, prior to its use, if the staff member intends to make a claim to school council for reimbursement or to transport students.
• Before any person can claim expenses for the use of a private vehicle on official duty, it is first necessary to have the vehicle approved for use on duty.
• Approval for reimbursement of travel expenses is initially the decision of the Principal, to be ratified at a later date by the School Council.
• All appropriate alternative modes of travel must be sought (eg: availability of DEECD 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.

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

This policy was last ratified by School Council in.... April, 2012
School Council President......Craig Jerram. ........................(signature)