

Private Car Use Policy

Purpose

To ensure schools meet safety and legal requirements when using private vehicles for official business.

Policy

Schools must:

- > not direct staff members to transport other staff, students, or equipment
- > ensure private vehicles used meet requirements for insurance and registration
- > avoid use of private vehicles (including volunteer workers, parents etc) whenever possible
- > ensure the following requirements apply when use of private vehicles is unavoidable.

Approval, safety and legal requirements

This table describes what a principal or principal's delegate must do when a staff member has volunteered the use of their private vehicle for any official business which may include transporting students.

Stage	Principal or principal's delegate must
1	ensure the application form to use a private vehicle on official duty is completed.
2	view the current and valid: <ul style="list-style-type: none">> registration certificate for the vehicle> driver's licence of the driver. ensure compliance with child seat belt/restraint laws: <ul style="list-style-type: none">> children under the age of 7 years are not placed in the front seat of any vehicle, and to take that into account when ordering taxis or buses or using their own vehicles;> all buses schools hire or use (irrespective of the bus's seating capacity) must have seat belts or restraints for children under 7 years of age;> where transport has been approved parents of students under the age of 7 are requested to provide suitable booster seats for their child;> all booster seats used must be compliant with AS/NZ standard AS 1754 and that the individual needs of the child are taken into consideration.
3	sight the vehicle's comprehensive insurance policy that includes: <ul style="list-style-type: none">> liability at law by way of damages no less than \$20 million> an indemnity to the employer.
4	approve the vehicle for use on duty by signing the approval form.
5	provide written authority to the person in the case that they are approved to receive reimbursement for using their private vehicle which specifies the conditions under which that the vehicle may be used.

Further requirements if transporting students

When transporting a small number of students to a school activity in a private vehicle is unavoidable the principal must ensure that:

- > if the driver is a staff member they are a member of the supervising staff
- > if the driver is not a staff member:
 - > that Stages 2 and 3 of the above process are adhered to
 - > ensure that the volunteer checks policy is applied. This evidence is generally a working with children check (WWC Check); however if a volunteer's occupation exempts them from the requirement to also have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption. In addition to a WWC Check a school may also consider it necessary that a criminal record check is conducted through the Department.
- > parents/guardians are advised that their child will be transported in a private vehicle and by whom
- > the school keeps accurate records of the students travelling in each vehicle, in case of an accident occurring.

Student drivers

Under no circumstances should students transport other students in private vehicles for any school organised activity or function whether held during or outside school times. Exception: During an approved pre-licence driver education program

This policy was ratified by School Council in May 2017.



This form is to be used to request approval to use a private vehicle on official duty. Information collected on this form is required to determine the entitlement and the personal information provided will be kept secure against unauthorised use or disclosure. It is your responsibility to ensure all details are current and up to date by submitting another form if required.

Privacy: The information collected on this form is for the purpose set out above and is required to process your request. Your information will not be disclosed without your consent or unless authorised or required by law. You are able to request access to the personal information that the Department holds about you and request that it be corrected by contacting your Principal/Manager. Information about contacting Human Resources is available at: <http://www.education.vic.gov.au/hrweb/Pages/contactus.aspx> Information about the Department's privacy policy is available at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

EMPLOYEE DETAILS			
Family Name		Given Name(s)	
School Name or Work Location		Employee ID Number	
DETAILS OF VEHICLE			
Make		Model	
Engine Size		Year of Manufacture	
Registration No		Registration Expiry Date	___/___/___
DETAILS OF VEHICLE OWNER			
Name of the registered owner of the vehicle:		Is the vehicle comprehensively insured?	
What is your relationship to the vehicle's owner?		Are you as a driver covered by comprehensive insurance when driving the vehicle?	
VEHICLE INSURANCE DETAILS			
Name of Insurer			
Policy Number		Expiry Date of Policy:	___/___/___
Does the comprehensive insurance policy indemnify your employer as an additional insured, ensuring that the State of Victoria is covered?			
DECLARATION BY EMPLOYEE			
<p>I declare that as the owner of the vehicle I will maintain the registration of the vehicle and a comprehensive insurance policy that includes liability at law by way of damages of not less than \$20 Million and indemnity for my employer, ensuring that the State of Victoria is covered or that as the driver of the vehicle I am covered by comprehensive insurance which covers my employer including the State of Victoria.</p> <p>Employee Signature: _____ Date: ___/___/___</p> <p><i>(electronic submission of this form constitutes acceptance of the above declaration)</i></p>			
APPROVAL			
Principal/Manager's Name: <i>(Please print)</i> : _____			
Use of Private Vehicle approved _____ Date: ___/___/___			
<i>(Principal or Manager's Signature)</i>			

The completed form should be kept on the employee's personnel file