

## **PRIVATE VEHICLE USE POLICY**

### **Policy Statement**

While the use of private vehicles to carry out College related business should be minimised - particularly in the transportation of students - it is recognised that at times staff members are required to use their own private vehicles for school purposes.

### **Our College will:**


- Ensure any use of private vehicles for College related purposes comply with DET 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.
- When establishing such routines or arrangements, it must be understood that neither the principal nor College 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 requested to sign a 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; that the driver holds a valid driver's licence and ensures compliance with child seat belt/restraint laws.
- Accurate records of which students are travelling in which vehicles must be kept 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 \$20,000,000 and an indemnity to the Crown.
- 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 College Council for reimbursement or to transport students.
- Approval for reimbursement of travel expenses is initially the decision of the principal, to be ratified at a later date by the School Council.
- Travel reimbursement will be made to staff as a non-taxable allowance through the Payroll system. The ATO requires kilometre reimbursement to be included on a staff member's Payment Summary.
- The reimbursement rates will be consistent with the published rates of the Australian Tax Office (ATO)
- All appropriate alternative modes of travel must be sought (eg: availability of College 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 College's four year review cycle.

<b>Date Implemented</b>	Week 3 – Term 2 – 2014 – Ver. 1
<b>Approval Authority (Signature and date)</b>	 16/3/2021
<b>Dates Reviewed</b>	Week 7 – Term 4 – 2014 – Ver. 2 Week 3 – Term 1 – 2017 – Ver. 3 Week 3 – Term 1 – 2021 – Ver. 3
<b>Responsible for Review</b>	College Principal
<b>Next Review date</b>	Week 3 – Term 1 - 2025