



USE OF PRIVATE VEHICLES

1.0 PURPOSE

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

2.0 SCOPE

This policy applies to all Staff employed at St Mark's.

3.0 POLICY

The School will:

- 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.
- reinforce the rule that there is more than 1 student in the private car – a teacher must not travel in the car alone with one student.

4.0 APPROVAL, SAFETY AND LEGAL REQUIREMENTS

When a Staff member has volunteered the use of their private vehicle for any official business, which may include transporting students, the Principal, or Principal's delegate must:

- approve the vehicle for use
- view the current and valid registration certificate for the vehicle
- view the Driver's licence of the driver
- ensure compliance with child seat belt/restraint laws
- sight the vehicle's comprehensive insurance policy that includes:
 - liability at law by way of damages no less than \$20 million
 - an indemnity to the employer.

5.0 TRANSPORTATION

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:
 - ensure that the volunteer checks policy is applied
- 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.

6.0 REIMBURSEMENT

An employee may be eligible for reimbursement of reasonable out of pocket expenses actually and necessarily incurred in the course of their authorised duties in the following circumstances:

- travel and removal expenses on relocation;
- expenses incurred in using private vehicles;
- expenses incurred to travel to attend a School endorsed event;
- other out of pocket expenses considered necessary and reasonable.