

Policy Statement

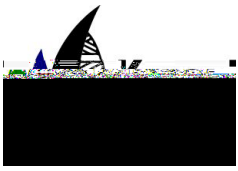
While the use of private vehicles to carry out College related business should be minimised - particularly in the transportation of students - it is recognised that at times staff members are required to use their own private vehicles for school purposes.

Our College will:

- x Ensure any use of private vehicles for College related purposes comply with requirements.

Implementation:

- x 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.
- x 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.
- x 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).
- x 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.
- x Accurate records of which students are travelling in which vehicles must be kept in case of a road accident.
- x 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 \$200,000 and an indemnity to the Crown.
- x 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.
- x Approval for reimbursement of travel expenses is initially the decision of the principal, to be ratified at a later date by the School Council.
- x



Date Implemented

Week 3– Term 2