

PRIVATE VEHICLES

POLICY

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 private vehicles may be required to be used for school purposes.

Aims:

- To ensure any use of private vehicles for school related purposes comply with Department of Education requirements.

Implementation:

- There are times when staff may be 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.
- Prior approval must be sought from the principal before a private vehicle is used on 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 and parents will be requested to provide written consent for their child to travel in a vehicle(s) driven by the named driver(s).
- The principal must ensure and be provided with evidence that any private vehicle used for official school purposes is currently registered and that the driver holds a valid drivers licence.
- Accurate records of which students are travelling in which vehicles must be kept in case of a road accident. All passengers must have properly fitted seatbelts.
- 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 \$20million and an indemnity to the Crown.
- Prior to using the vehicle for official purposes, and prior to any reimbursement by the School Council to the claimant for out of pocket expenses incurred, the principal must receive a completed and signed Application to Use a Private Vehicle on Official Duty form as well as copies of current drivers license, current vehicle registration certificate and copy of insurance policy as detailed above.
- Approval for reimbursement of travel expenses is initially the decision of the Principal, to be ratified by the School Council. Reimbursement rates will be consistent with those below.
- All appropriate alternative modes of travel must be sought (eg: availability of Department of Education 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.
- Staff members who park their cars in the school grounds (in the designated car park or otherwise) do so at their own risk.

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....

February 2015

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SCHOOL USE APPLICATION FORM

This form is to be completed, signed and submitted to the school principal for approval **before** a private vehicle is used for any official school related purposes.

EMPLOYEE'S FULL NAME:

ID NUMBER:

NAME OF SCHOOL:

TRIP DETAILS:

(Describe proposed trip details including purpose, driver, passengers, departure and arrival times etc)

VEHICLE DETAILS:

VEHICLE MAKE:

ENGINE SIZE:

MODEL:

REGISTRATION No:

YEAR OF MANUFACTURE:

REGISTRATION EXPIRY DATE:

VEHICLE INSURER:

POLICY NUMBER:

POLICY EXPIRY DATE:

IS THE VEHICLE COMPREHENSIVELY INSURED?

YES

NO

DOES THE COMPREHENSIVE INSURANCE POLICY INDEMNIFY YOUR EMPLOYER OR THE CROWN AS AN ADDITIONAL INSURED?

YES

NO

IS THE EMPLOYEE NAMED ABOVE THE REGISTERED OWNER OF THE VEHICLE?

YES NO

HAVE ALTERNATIVE MEANS OF TRANSPORT BEEN EXPLORED (eg BUS, TRAIN etc)? YES NO NOT APPLICABLE

DECLARATION:

I declare that as the owner of the private vehicle (detailed above) intended to be used on official school related purposes I will ensure the vehicle is properly registered, and a comprehensive insurance policy that includes liability at way of law by way of damages of not less than \$20million and indemnify for my employer or as the driver of the vehicle I am covered by a comprehensive insurance policy that covers my employer or the Crown.

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE:

PRINCIPAL APPROVAL:

Note that private vehicles are not to be used for official school related purposes unless the Principal of the school has authorized their approval for such purposes by signing below:-

PRINCIPAL NAME:

PRINCIPAL SIGNATURE:

DATE:

A copy of this form is to be provided to the employee seeking approval for use of a private vehicle, and a copy is to be placed on the employee's personal file.

Reimbursement for private car usage 2011-12

These reimbursement rates for private car usage are based on Australian Taxation Office rates.

<http://www.ato.gov.au/content/33874.htm>

Private Vehicle rates per business kilometre.

Engine Capacity		Rates
Ordinary Car	Rotary Engine Car	Cents per Kilometre
1600cc (1.6 litre) or less	800cc (0.8 litre) or less	63 cents
1601cc–2600cc (1.601 litre–2.6 litre)	801cc–1300cc (0.801 litre–1.3 litre)	74 cents
2601cc (2.601 litre) and over	1301cc (1.301 litre) and over	75 cents

These rates account for the total running costs of the car, including depreciation, petrol, insurance and repairs.