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.
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.

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

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