

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.

Date Implemented	Week 3 – Term 2 – 2014 – Ver. 1
Approval Authority (Signature and date)	 29/11/16
Dates Reviewed	Week 7 – Term 4 – 2014 – Ver. 2 Week 3 – Term 1 – 2017 – Ver. 3
Responsible for Review	College Principal
Next Review date	Week 3 – Term 1 - 2021