

Healesville High School Private Vehicle 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 or, 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.
- 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 million and an indemnity to the Crown.
- Persons using their vehicles on school business should ensure that their insurers are advised of the level of business use so as not to void coverage.
- 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.
- 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.
- A new 'Application to Use a Private Vehicle on Official Duty' form must be completed for each individual journey as well as the relevant 'Parent Permission form'. Forms are then to be filed within the relevant staff members or students' personnel file.
- 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 set by the ATO. For employees on EduPay, the current ATO rate(s) per business kilometre is specified in EduPay, and the allowance is paid using a Positive Input.
- 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 and endorsed by Healesville High School Council every 3 years or more often if necessary due to changes in regulations or circumstances.

Acting Principal:

Allan Rennick

School Council President:

Nicholas Petersen

Date ratified by School Council:

____28/11/2016_____

To be reviewed:

References:

Department Policy Requirements

School Policy & Advisory Guide -

<http://www.education.vic.gov.au/management/governance/spag/safety/transporting/privatecar.htm>

This form is to be used to request approval to use a private vehicle on official duty. Information collected on this form is required to determine the entitlement and the personal information provided will be kept secure against unauthorised use or disclosure. It is your responsibility to ensure all details are current and up to date by submitting another form if required.

Privacy: The information collected on this form is for the purpose set out above and is required to process your request. Your information will not be disclosed without your consent or unless authorised or required by law. You are able to request access to the personal information that the Department holds about you and request that it be corrected by contacting your Principal/Manager. Information about contacting Human Resources is available at: <http://www.education.vic.gov.au/hrweb/Pages/contactus.aspx> Information about the Department's privacy policy is available at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

EMPLOYEE DETAILS

| | | | |
|-------------------------------------|--|---------------------------|--|
| Family Name | | Given Name(s) | |
| School Name or Work Location | | Employee ID Number | |

DETAILS OF VEHICLE

| | | | |
|-------------------------|--|---------------------------------|-------------|
| Make | | Model | |
| Registration No. | | Registration Expiry Date | ___/___/___ |

DETAILS OF VEHICLE OWNER

| | | | |
|---|--|--|--|
| Name of the registered owner of the vehicle: | | Is the vehicle comprehensively insured? | |
| What is your relationship to the vehicle's owner? | | Are you as a driver covered by comprehensive insurance when driving the vehicle? | |

VEHICLE INSURANCE DETAILS

| | | | |
|---|--|-------------------------------|-------------|
| Name of Insurer | | | |
| Policy Number | | Expiry Date of Policy: | ___/___/___ |
| Does the comprehensive insurance policy indemnify your employer as an additional insured, ensuring that the State of Victoria is covered? | | | |

DECLARATION BY EMPLOYEE

I declare that as the owner of the vehicle I will maintain the registration of the vehicle and a comprehensive insurance policy that includes liability at law by way of damages of not less than \$20 Million and indemnity for my employer, ensuring that the State of Victoria is covered or that as the driver of the vehicle I am covered by comprehensive insurance which covers my employer including the State of Victoria.

Employee Signature: _____ **Date:** ___/___/___

(electronic submission of this form constitutes acceptance of the above declaration)

APPROVAL

Principal/Manager's Name: *(Please print)*: _____

Use of Private Vehicle approved _____ Date: ___/___/___

(Principal or Manager's Signature)

The completed form should be kept on the employee's personnel file



**PARENT PERMISSION FORM
FOR TRAVEL
IN A
PRIVATE VEHICLE**

Student's Full Name: _____

I,..... parent/guardian of the student listed above, do hereby permit my child to travel in a private vehicle driven by the fully licensed staff member or parent, as stated below;

DRIVERS NAME:

VEHICLE REGISTRATION NUMBER:

PURPOSE OF TRAVEL:

.....
.....
.....

DATE OF TRAVEL:

Parent / Guardian name:

Parent / Guardian signature:

Date:

DECLARATION BY THE PRINCIPAL

I declare that the owner of the vehicle listed above has completed the official 'Application to use a Private Vehicle on Official Duty' form which outlines their nominated vehicle's registration and their current comprehensive insurance policy details. All relevant documents have been sighted by me, including their valid drivers' licence.

APPROVAL

Principal/Manager's Name: *(Please print)*: _____

Use of Private Vehicle approved _____ Date: ____/____/____

(Principal or Manager's Signature)

The completed form should be kept on the student's file

Approval, safety and legal requirements

This table describes what a principal or principal's delegate must do when a staff member has volunteered the use of their private vehicle for any official business which may include transporting students.

Stages that the Principal or principal's delegate must follow:

1. Ensure the application form to use a private vehicle on official duty is completed.
2. View the current and valid:
 - Registration certificate for the vehicle
 - Driver's licence of the driver
3. 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
4. Approve the vehicle for use on duty by signing the approval form.
5. Provide written authority to the person in the case that they are approved to receive reimbursement for using their private vehicle reimbursement for using their private vehicle which specifies the conditions under which that the vehicle may be used.