

# ROWVILLE PRIMARY SCHOOL

## CAR USE POLICY



### PURPOSE

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 staff members are required to use their own private vehicles for school purposes.

The aim of Rowville Primary School is to ensure any use of private vehicles for school related purposes comply with Department of Education and Training (DET) requirements.

### IMPLEMENTATION

There are times when members of 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 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 requested to provide written consent for their child to travel in a vehicle(s) driven by the named driver(s).

Accurate records of which students are travelling in which vehicles must be kept in case of a road accident.

The Principal must ensure that any vehicle used for the transport of students is currently registered, and that the driver holds a valid driver's licence.

Any vehicle used in connection with the school program or any school function including the transportation of students, 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 – owners insured with GIO, RACV, VACC or AAMI are already covered due to an agreement between DEECD and the insurers.

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 School 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.

Concerns regarding the reimbursement of travel expenses must be directed to the Principal.

### EVALUATION

This policy will be reviewed as part of the school's three-year review

This Policy was ratified by School Council on 22<sup>nd</sup> July 2015 and is due to be reviewed in 2017