

# Rowville Primary School Private Vehicle Use Policy



DET International CRICOS Code - 00861K



## Help for non-English speakers

If you need help to understand the information in this policy, please contact 9764-1955.

## 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.

## SCOPE

Schools must not direct staff members to transport other staff, students or equipment. Schools must ensure the following requirements are met when use of private vehicles is unavoidable.

## IMPLEMENTATION

### Approval, safety and legal requirements

The steps below set out 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.

Principal or principal's delegate must:

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. ensure compliance with child seat belt/restraint laws
4. 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
5. approve the vehicle for use on duty by signing the Application to use a private vehicle on official duty form
6. provide written authority to the person in the case that they are approved to receive reimbursement for using their private vehicle which specifies the conditions under which that the vehicle may be used

### Further requirements if transporting students

When transporting a small number of students to a school activity in a private vehicle is unavoidable, the principal must ensure that:

- if the driver is a staff member they are a member of the supervising staff
- if the driver is not a staff member:
  - that steps 2 and 3 of the above process are adhered to

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- ensure that the school's volunteer checks policy is applied
- parents and/or carers are advised that their child will be transported in a private vehicle and by whom
- the school keeps accurate records of the students travelling in each vehicle, in case of an accident occurring.

### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- It will be available publicly on our school's website
- Discussed at staff briefings as required
- Staff Manual

### FURTHER INFORMATION AND RESOURCES

- DET Work-related Driving Policy - <https://www2.education.vic.gov.au/pal/work-related-driving/policy>
- Working with Children Checks and other Suitability Checks for School Volunteers and Visitors - <https://www2.education.vic.gov.au/pal/suitability-checks/resources>
- Volunteer at School Policy
- Child Safety Code of Conduct

### POLICY REVIEW AND APPROVAL

|                            |                                 |
|----------------------------|---------------------------------|
| Policy last reviewed       | July 2023                       |
| Approved by                | Rowville Primary School Council |
| Next scheduled review date | July 2026                       |