



**TEMPLETON**  
MELBOURNE, AUSTRALIA

## Private Vehicles



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Xiaomei Lin 9801 7450

### Purpose

To ensure schools meet safety and legal requirements when using private vehicles for official business.

### Policy

Schools must:

- not direct staff members to transport other staff, students, or equipment
- ensure private vehicles used meet requirements for insurance and registration
- avoid use of private vehicles (including volunteer workers, parents etc) whenever possible
- ensure the following requirements apply when use of private vehicles is unavoidable.

### 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.

| Stage | Principal or principal's delegate must   |
|-------|--|
| 1     | Ensure the application form to use a private vehicle on official duty is completed, see: <a href="#">Reimbursement of expenses guide</a> |

| Stage | Principal or principal's delegate must  |
|-------|---|
| 2     | <p>View the current and valid:</p> <ul style="list-style-type: none"> <li>▪ registration certificate for the vehicle</li> <li>▪ driver's licence of the driver.</li> </ul> <p>Ensure compliance with child seat belt/restraint laws see:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">S558-2009 Changes to Child Restraint Laws</a></li> <li>▪ <a href="#">S561-2009 Changes to Child Restraint Laws - Clarification</a></li> </ul> |
| 3     | <p>Sight the vehicle's comprehensive insurance policy that includes:</p> <ul style="list-style-type: none"> <li>▪ liability at law by way of damages no less than \$20 million</li> <li>▪ an indemnity to the employer.</li> </ul>  |
| 4     | <p>Approve the vehicle for use on duty by signing the approval form.</p>  |
| 5     | <p>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.</p>   |

### **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 Stages 2 and 3 of the above process are adhered to
- ensure that the volunteer checks policy is applied see: [Volunteer Checks](#)
- parents/guardians 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.
- strictly no less than two students are transported by a staff member at any time

Related policies

- [Medical Emergencies](#)
- [Volunteer Checks](#)

#### **Department resources**

- [Reimbursement of expenses guide](#) - which includes the application form

#### **Evaluation**

This policy will be reviewed in accordance with the school's three-year review cycle.

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**Last ratified by School Council in September 2022**