



# Private Vehicles

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## 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**

At Templeton, the Principal enforces a ban on all staff from transporting students to any school event in their private vehicles.

### **Exemption**

Exemption to this ban would be in the event that a child is severely injured and it is in the child's best interest for a staff member to transport the child to hospital rather than waiting for an ambulance.

If practical, parent's permission and/or advice from triple zero would need to be given for this to occur.

If this is not possible, then it is up to the staff member to make a judgment call on whether to wait for an ambulance or to take the student to hospital.

Schools must also:

- 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 or parent 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>
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	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 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 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 August 2025**