



Private Vehicles Policy

Definition:

Private vehicles are those which are owned by school staff that may be used to transport staff and students to and from various activities.

Rationale:

Staff are required to use their own vehicles to transport students from time to time when school owned vehicles are unavailable. They are also required to use their own vehicles to attend meetings or professional development activities during school times.

This policy outlines the circumstances in which such usage may occur.

Aims:

To ensure that Belvoir Special School meet safety and legal requirements when using private vehicles for official business.

Implementation:

- The Department of Education and Training Private Car Use Policy States:

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”.

- School vehicles must always be used as a first priority when transporting students during school hours.
- Whenever possible school vehicles should also be used by staff attending meetings or professional development activities associated with their employment at Belvoir Special School. However, such usage must not interfere with the regular use that school vehicles receive on a daily basis.
- Professional Development applications that anticipate usage of the school Car will be required to submit a Car booking with the Principal or the Admin office as early as possible once a time in known.
- In the event of a clash in bookings, the following priority system will apply:
 - School related business beyond Wodonga
 - Approved Professional Development activities. (If a clash arises within this category, priority will be given to the activity involving the greater number of participants, and/or the greatest distance of travel)
 - Excursions/Camps
- The Principal reserves the right to re-prioritise bookings up to one week prior to the event.
- Any variations from this policy and priority order will be at the discretion of the Principal.
- Any private vehicle that is used to transport students 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.

- Parent/guardian permission to transport their child using a private vehicle, must be documented and accurately recorded in case of an accident.
- In the event that permission from a Parent/guardian to transport a student in a private vehicle is unable to be obtained, staff must notify the principal of all transport being undertaken and the reason for this.
- It is the responsibility of the driver to ensure that ALL Child Restraint/seat belt laws are complied with.
- Staff will not be reimbursed for any fuel, maintenance, traffic infringements or damage of private vehicles being used for school related business.

Evaluation: This policy will be reviewed as part of the school's three-year policy cycle.

This policy was last ratified by School Council on	June 12 th 2019	
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