



## PRIVATE VEHICLE USE ON OFFICIAL DUTY POLICY

### **Purpose**

The purpose of this policy is to ensure schools meet safety and legal requirements when using private vehicles for official business.

### **Summary**

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 those driven by volunteer workers, parents etc whenever possible
- ensure the approval, safety and legal requirements are met when use of private vehicles is unavoidable

### **Details**

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.

### **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.

## Steps

### Principal or principal's delegate must:

- 1. ensure the application form to use a private vehicle on official duty is completed.**
  - view the current and valid:
    - registration certificate for the vehicle
    - driver's license of the driver
  - ensure compliance with child seat belt/restraint laws.
  
- 2. sight and take a copy of 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
  
- 3. approve the vehicle for use on duty by signing the following form:**
  - Application to use a private vehicle on official duty form

### 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
  - ensure that the school's volunteer checks policy is applied. Refer to [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- 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

### POLICY REVIEW AND EVALUATION

This policy was endorsed by the principal of Lalor North Primary School in August 2022 and is due to review August 2023.