

COLAC SECONDARY COLLEGE
PRIVATE VEHICLE USAGE POLICY

Policy

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 (APPENDIX A) is completed
2. Ensure a copy of the driver's license is supplied
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
 - 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

Relevant legislation

- Road Safety Act 1986 (Vic)

References:

Refer to Appendix A: Travel Expense Claim Form

EVALUATION

This policy will be reviewed every two years or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	August 2024
Review date	2026
DET/VRQA required	Optional

Travel and Personal Expenses Reimbursement — Teaching Service (Kilometres Travelled)

Overview

An employee may be eligible for reimbursement of reasonable out of pocket expenses, incurred using a private vehicle, actually and necessarily in the course of his or her authorised duties, from their 'base school' to the 'destination'.

Steps

Administration Procedures:

- Approval must be requested and granted in writing (email) from the Principal or Assistant Principal, prior to travel and reimbursement request
- Mileage expenses can only be claimed from the 'base school' to the 'destination' and back to the 'base school'
- Ensure the application form to use a private vehicle on official duty (APPENDIX A) is completed
- Ensure a travel expense claim form, along with details including date / time / event, accompanied by receipts, such as petrol expenses, to be supplied to Business Manager
- **Original tax invoices/receipts or other proof for all amounts actually expended and claimed must be provided. Where a receipt is lost, misplaced or the delegate is satisfied it is not reasonably practicable to obtain a receipt, other satisfactory evidence of expenditure may be accepted. Receipts or other evidence of expenditure must be provided as soon as practicable following the travel period.**
- Unless otherwise approved, any claim for mileage is to be submitted in the same financial year in which the travel occurred, and paid at the rate applicable at the time of travel
- All documentation relating to payment of the mileage allowance will be placed in the employees personnel file

Claim Rates:

Rates are reviewed regularly. The rate is:

- 88 cents per kilometre for 2024–25
- 85 cents per kilometre for 2023–24

References:

Refer to Appendix A: Travel Expense Claim Form

APPENDIX A. Application to use private vehicle on official duty

This form is to be used to request approval to use a private vehicle on official duty. Information collected on this form is required to determine the entitlement and the personal information provided will be kept secure against unauthorised use or disclosure. It is your responsibility to ensure all details are current and up to date by submitting another form if required.

Privacy: The information collected on this form is for the purpose set out above and is required to process your request. Your information will not be disclosed without your consent or unless authorised or required by law. You are able to request access to the personal information that the Department holds about you and request that it be corrected by contacting your Principal/Manager. Information about contacting the People Division is available at: <http://www.education.vic.gov.au/hrweb/Pages/contactus.aspx> Information about the Department's privacy policy is available at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

Employee Details

Family Name:	Given name(s):
School Name/ Work Location:	Employee ID:

Details of Vehicle

Make:	Model:
Registration no.:	Registration Expiry Date: ____ / ____ / ____

Details of Vehicle Owner *(if employee is not owner of vehicle)*

Name of the registered owner of the vehicle:	Is the vehicle comprehensively insured? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your relationship to the vehicle's owner?	Are you as a driver covered by comprehensive insurance when driving the vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No

Vehicle Insurance Details

Name of Insurer:	Policy Number:
Does the comprehensive insurance policy indemnify your employer as an additional insured, ensuring that the State of Victoria is covered? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Declaration by Employee

I declare that as the owner of the vehicle I will maintain the registration of the vehicle and a comprehensive insurance policy that includes liability at law by way of damages of not less than \$20 Million and indemnity for my employer, ensuring that the State of Victoria is covered or that as the driver of the vehicle I am covered by comprehensive insurance which covers my employer including the State of Victoria.

Employee Signature: _____
(electronic submission of this form constitutes acceptance of the above declaration)

Date: ____ / ____ / ____

Approval

Use of Private Vehicle approved for the period: **Start Date:** ____/____/____ **End date** *(where applicable)*: ____/____/____

Principal or Manager's Signature: _____

Date: ____/____/____

Principal/Manager's Name *(Please print)*: _____