



Private Vehicle Use to Transport Students

Rationale:

The use of private vehicles to transport students during school hours will be minimised. However, it is recognised that, at times, staff members and parents are required to use their own private vehicle for this purpose.

Aims:

To ensure any use of private vehicles for the purpose of transporting students complies with Department of Education and Early Childhood Development requirements.

Implementation:

1. There are times when staff and parents may be requested to use their own private vehicles to transport students to a venue. These times may include a second vehicle for school camps, transporting staff or students to or from events, etc
2. Prior approval must be sought from the principal or the principal's representative before a private vehicle is used to transport students.
3. When establishing such routines or arrangements, it must be understood that the principal does not have the authority to direct staff to use their own private vehicles.
4. When a private vehicle is used to transport students, the parent/guardian of each student must be advised of the name of the driver/s and requested to provide written consent for their child to travel in a vehicle(s) driven by the named driver(s).
5. The principal must ensure that any vehicle used for the transport of students is currently registered and that the driver holds a valid driver's licence.
6. Any vehicle used in connection with the school program must have a comprehensive insurance policy.
7. Prior to using the vehicle to transport students, a *Private Vehicle Transportation Form* will be completed and accompanied by a copy of a current driver's licence, and a copy of the vehicle's comprehensive insurance policy as detailed above. (See Appendix 1).
8. All appropriate alternative modes of travel must be sought prior to an individual using their own vehicle.
9. A parent/guardian who transports students, other than their own children, to an excursion is required to submit to the school office a current Working with Children Check.

Evaluation

This policy will be reviewed as part of the school's Review cycle.

This policy was ratified by the Leadership Team on 15.02.2019

Appendix 1: Private Vehicle Transportation

This form is to be used to request approval to use a private vehicle to transport students. 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.

A copy of the current driver's licence and the comprehensive insurance policy will accompany this form. The vehicle registration will be confirmed by a St. Richard's staff member.

STAFF / PARENT DETAILS			
Family Name		Given Name(s)	
DETAILS OF VEHICLE			
Make		Model	
Registration No		Registration Expiry Date	__/__/__
DETAILS OF VEHICLE OWNER			
Name of the registered owner of the vehicle:		Is the vehicle comprehensively insured?	
		Name Insurance Company	
		Are you as a driver covered by comprehensive insurance when driving the vehicle?	
Driver Licence Number		Licence Expiry Date	__/__/__
Working with Children Check Number		Working with Children Check Expiry Date	__/__/__
VEHICLE INSURANCE DETAILS			
Name of Insurer			
Policy Number		Expiry Date of Policy:	__/__/__
DECLARATION BY DRIVER			
I declare that, as the owner/driver of the vehicle, the contents of this statement are true and correct.			
Signature: _____ Date: __/__/__			
APPROVAL			
Principal's Name: <i>(Please print)</i> : _____			
Use of Private Vehicle approved _____ Date: __/__/__ <i>(Principal's Signature)</i>			
PRIVACY			
The information collected on this form is for the purpose set out above and is required to process your application. 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 we hold about you, and to request that it be corrected. Please contact St Francis Xavier School. Information about the Department's privacy policy can be found at http://www.education.vic.gov.au/about/deptpolicies/informationprivacy.htm			