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PEMBROKE PRIMARY SCHOOL

Transporting Students Policy

2021

AIM

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

Date ratified by Education Committee: 15th February 2021
Review Date: March 2022

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 the use of private vehicles, including those driven by volunteer workers, parents etc whenever possible
- ensure the approval, safety and legal requirements are met when the 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 the 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, Refer to [Application to use a private vehicle on official duty form](#) (also available on the Resources tab of [Travel and Personal Expenses — Teaching Service](#))
2. View the current and valid:
 - registration certificate for the vehicle
 - driver's licence of the driver
3. ensure compliance with child seat belt/restraint laws, see:
 - [S558-2009 Changes to Child Restraint Laws \(Word\)](#)
 - [S561-2009 Changes to Child Restraint Laws Clarification \(Word\)](#)
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

Related topics

- [Travel and Personal Expenses — Teaching Service \(includes Reimbursement guide\)](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Work-Related Driving](#)

Relevant legislation

- [Road Safety Act 1986 \(Vic\)](#)

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 purposes 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/People/ContactUs.aspx>. Information about the Department's privacy policy is available at: <http://www.education.vic.gov.au/Privacy/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: _____ Date: ___/___/___
(electronic submission of this form constitutes acceptance of the above declaration)

Approval

Use of Private Vehicle approved for the period: Start Date: ___/___/___ End date (if new applicable): ___/___/___

Principal or Manager's Signature: _____ Date: ___/___/___

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

The completed form should be kept on the employee's personnel file

