



# Vehicle Policy

<b>Date Reviewed</b>	16 <sup>th</sup> June 2020
<b>Date Implemented</b>	23 <sup>rd</sup> July 2019
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<b>Approval Authority (Signature &amp; Date)</b>	<i>Gail Hardman 16.06.2020</i>
<b>Responsible for Review</b>	Business Manager
<b>Review Date</b>	May 2023
<b>References</b>	<a href="#">Motor Vehicle Guidelines for Schools (2011)</a> <a href="#">Victorian Government Standard Motor Vehicle Policy</a>

## RATIONALE

School Council should consider financial and other risks when acquiring a motor vehicle. Risks may arise in respect of Fringe Benefits Tax, (FBT) Goods and Services Tax (GST), operational costs and insurance/liability issues, all of which could be significant.

## AIMS

- To define the circumstances in which motor vehicle usage can be justified.
- To develop guidelines relating to usage, garaging, procedures in case of accidents, infringement notices, and insurance.

## GUIDELINES

- Only persons travelling on school business are permitted to drive or be passengers in school vehicles, except in the case of an emergency.
- Drivers of school vehicles must take reasonable care for their own health and safety, and for the health and safety of passengers and other road users.
- Drivers authorised to drive school vehicles are responsible for the vehicle while it is in their charge. Drivers must :
  - a) not smoke or allow passengers to smoke in vehicles;
  - b) return vehicles in a clean, tidy and safe condition with a minimum of half a tank of fuel;
  - c) inspect and report any vehicle damage and/or maintenance requirements to the vehicle to the Business Manager;
  - d) leave the vehicle securely locked when left unattended.
- All drivers of school vehicles are responsible for maintaining complete and accurate trip records in an Australian Taxation Office (ATO) compliant logbook.
- All drivers must provide an accurate odometer reading each time they refuel their vehicle.

- Drivers of school vehicles are required to observe all traffic laws, including regulations and by-laws relating to all aspects of motor vehicle operation.
- Drivers are personally responsible for the payment of all fines resulting from their use of school vehicles. On receiving a notice of infringement, the driver is required to notify the Business Manager with the details.
- All vehicles must be garaged on school grounds unless approval to do otherwise is given by the Principal.
- School Council must:
  - a) Ensure a driver, before operating a school vehicle, is appropriately licensed, trained and authorised;
  - b) That vehicles are registered and covered by full comprehensive motor vehicle insurance;
  - c) That vehicles be serviced regularly and in accordance with manufacturers' recommendations and specifications and vehicle service logbooks should be completed and stamped by the servicing agent at the time of servicing;
- Under no circumstances is the motor vehicle to be used:
  - a) for private transport purposes exclusively by any person;
  - b) to transport students in lieu of school bus services;
  - c) for purposes which are not suitable for the type and class of motor vehicle;
  - d) when in an unsafe condition;
  - e) when the number of passengers exceeds the legal limit; or
  - f) if any passengers do not have access to a seat belt

#### **EXPECTATIONS**

- This policy will be reviewed as part of the College's review cycle.

1. This policy will be made available on the College's website.

2. This policy was amended on

16/06/2020
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#### **Child Safe Standards**

*"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."*