



## School Vehicle and use of Private Vehicles for School Use Policy

### Underlying Principles

Immanuel Gawler owns and operates a school vehicle for the following reasons :

- 1 To provide school staff with access to a vehicle for school related business (as determined by the Principal or Business Manager) during working hours for school staff only – due to insurance stipulations the vehicle cannot be driven by non-staff members of the school community
- 2 For the Private use of the Principal with a Salary Packaging agreement providing the structure around the purchase, management and disposal of the vehicle. The financial arrangements for apportioning the costs are determined by the school administration and approved by the School Council.
- 3 As a valuable marketing and promotional resource of the school in the local area, which must be well managed and maintained

### Policy

- 1 Private use of the vehicle is to be by the Principal only under salary sacrifice arrangements.
- 2 All statutory regulations and manufacturer's instructions regarding upkeep and maintenance shall be adhered to and documented appropriately. A schedule of such is to be kept and reported to the council periodically.
- 3 All drivers of the Immanuel Gawler school vehicle shall:
  - Be appropriately licenced.
  - Sign the declaration attached stating their willingness to abide by this policy and ensure the school vehicle is driven in such a way that it presents a positive and appropriate reflection of the school to the wider community.
- 4 A log book is to be kept for all usage of the school vehicle.
- 5 All costs associated with the vehicle are to be accounted for as part of the School's annual budget
- 6 Vehicles will generally be held for a period of 3 years and disposed of as per the agreement between the Principal and School Council
- 7 All traffic and speeding infringements will be the responsibility of the offending driver.
- 8 Annual comprehensive insurance shall be maintained. Insurance premium excesses pertaining to any accident or damage caused to the vehicle in its day to day operation shall be paid by the school.
- 9 Preference for usage of the vehicle by staff will be at the discretion of the Principal, but generally to the usage that involves the most staff members and / or the greatest travel time.



- 10 Staff using their own vehicle for school usage will not as rule be entitled to claim vehicle expenses against that use to the school, nor will they be able to claim (to the school) expenses in the event of an accident during this usage.
- 11 Any person using the vehicle inappropriately may lose the privilege of further usage
- 12 When purchasing vehicles the opportunity to provide competitive quotations should be given to local suppliers
- 13 Disposing of the vehicle or trading in on another vehicle will in the first instance be as per the agreement between the Principal and School Council, otherwise at the higher of two quotations with preference given to local suppliers.

### **Bases of Discretion**

When school staff use their own vehicle for school use the school may reimburse fuel costs for the use but such an arrangement must be determined in conjunction with the principal/Business Manger prior to the cost being incurred. (School staff using their private vehicle for school use are encouraged to claim such usage through their annual tax return.)

### **Policy Management and Review**

This policy is to be reviewed on a three year cycle or as the need arises

### **Resources**

- 1: Passenger Transport Act 1994
- 2: [www.sa.gov.au/transport](http://www.sa.gov.au/transport)



**School Vehicle and use of Private Vehicles for School Use Policy:**

**Driver Declaration :**

Prior to driving the Immanuel Gawler school vehicle I acknowledge that I have read, understand and accept all conditions of this policy and will ensure the vehicle is driven in such a way that it presents a positive and appropriate reflection of the school to the wider community.

I declare that I have a current SA driver's licence and understand that if I am involved in an accident and am over the legal limit with alcohol or have inclusion of drugs all school liability will be null and void.

**Driver Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorised by Principal / Business Manager** \_\_\_\_\_