

## PRIVATE VEHICLE POLICY

### Rationale

Sometimes it is deemed necessary for staff to use private vehicles to transport students, other staff and/or equipment.

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

### Purpose

- To ensure Tarneit Rise primary School meets safety and legal requirements when using private vehicles for official business.
- To ensure staff are aware of DET policy and guidelines.

### Implementation

- The wellbeing of every child is a high priority for this school.
- The school will not direct staff members to transport other staff, students or equipment. The school will 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 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 delegate) will:

- 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](#)) Website below
- view the current and valid:
  - registration certificate for the vehicle
  - driver's licence of the driver
- 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 \(Word\)](#)
- 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
- approve the vehicle for use on duty by signing the [Application to use a private vehicle on official duty form](#)
- 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 (or delegate) will 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/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
- The school will determine if it is necessary to complete the Work-Related Driving Checklist at Appendix A.
- Reference also will be made to the document Work-Related Driving at Appendix B.
- Please refer also to the school's *Volunteers in Schools Policy*, the *Working with Children (Suitability) Checks – Volunteers & Visitors Policy* and the *Emergency & Incident Reporting Policy*.

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update mid-June 2020).

<b><u>Ratification</u></b>	<b><u>Review Date</u></b>	<b><u>Policy Number</u></b>	<b><u>Version Number</u></b>	<b><u>Date Produced</u></b>
June 2020	2023	107	1	June 2020

### **References:**

- <https://www2.education.vic.gov.au/pal/private-vehicle-use/policy>
- <https://www2.education.vic.gov.au/pal/travel-and-personal-expenses-teaching-service/overview>
- <https://www2.education.vic.gov.au/pal/work-related-driving/policy>

## Work-Related Driving Checklist

The checklist should be completed by the employee in consultation with the Workplace Manager and/or Management OHS Nominee with reference to the *Work-Related Driving Procedure*.

Date	
Workplace	
Employee Name	
<b>Section 1 - Safe driver</b>	
<b>Checked</b>	
Copy of valid driver's licence	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed 'Application to Drive Authorisation Form' for Fleet vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approval from Executive Director, Regional Director or Principal for private vehicle use on 'Application to use a Private Vehicle on Official Duties Form' and relevant requested documents e.g. vehicle insurance details	<input type="checkbox"/> Yes <input type="checkbox"/> No
Victorian Government Motor Vehicle Policy been sighted and understood ( <i>this includes ensuring the Government vehicle has been maintained as outlined in this policy</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
Factors that may impair driver safety such as medication have been considered by the driver? Further advice has been sought from a medical practitioner, if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the driver completed defensive driver training and provided the certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Section 2 – Safe journey</b>	
<b>Checked</b>	
The driver has a charged mobile phone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the use of public transport or teleconferencing been considered as an alternative to driving?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the driver read the Work-Related Driving Procedure and been made aware of the factors to manage fatigue whilst driving?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the time of day, adverse weather and road conditions and other risk factors e.g. public events, bushfires or flood warnings been identified and addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle manual is available to aid in familiarising driver with vehicle use	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trip/Log Book, emergency telephone numbers and directional tools (maps directory or electronic directory) are available in vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are arrangements in place to notify the manager when destination has been reached (e.g. call in times)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Description of Travel:</b>	

Origin:		
Destination address:		Total km:
Name and telephone number of contact person:		
Other person(s) in vehicle:		
Estimated Travel Time including rest breaks:		
Estimated Department business time allocated:		Total time < 10 hours <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Approval</b>		
Name	Signature	Date:
I have been provided with and understand the information (as indicated above) and will comply with the safety instructions as indicated in the Work-Related Driving Procedure and Victorian Government Motor Vehicle Policy		
Employee		
Workplace Manager		

Section 3 - Safe vehicle – Employee to complete prior to driving ( if any questions are answered 'no' please report to Fleet Services or your Workplace Manager)	Checked
All goods are secured in the storage compartments of vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a collapsible trolley available to reduce manual handling risks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there sufficient water in the radiator and in the windscreen pump reservoir?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tyres that have adequate tread and are fully inflated (including the spare)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Windows are clean and have no cracks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
All mirrors are in good condition and are adjusted as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Driver's seat is adjustable to avoid awkward postures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A first aid kit, reflective vests, reflective warning devices (e.g. triangles) and fire extinguisher provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle Licence plate clean and easily seen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Engine quiet when running (i.e. engine belts working)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the windscreen washer and wipers work when operated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
All headlights and taillights, brake lights and indicators work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Music/radio and climate controls are pre-set	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there sufficient fuel to get to the desired destination?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Workplace Manager / Management OHS Nominee are to file copies of all completed Work-Related Driving Checklists.*

## Appendix B

# Work Related Driving

### Policy

This policy outlines the responsibilities and processes to identify and manage risks associated with work-related driving.

### Summary

- The [Occupational Health and Safety \(OHS\) Act 2004 \(Vic\)](#) requires the Department to identify and, so far as is reasonably practicable, to eliminate or minimise risks associated with work-related driving.
- The principal and / or their delegate (as the local management representative) must identify, assess and control risks associated with work-related driving.
- Under the OHS Act 2004, employees while at work must take reasonable care for their own health and safety and the safety of others who may be affected by their actions or omissions.
- Central and regional offices provide a range of supports and services to assist principals and employees to be safe and well, including access to the OHS Advisory Service and local regional officers who can provide free advice on the risk management of work-related driving.
- The [Work-Related Driving Procedure](#) (in the Procedure tab) must be followed, and sets out the practical step-by-step instructions for implementing this policy.
- This Policy forms part of the Department's OHS Management System, refer to [OHS Management System \(OHSMS\) — Employee Health, Safety and Wellbeing](#) for further information.

### Details

The principal and / or their delegate, in consultation with the Health and Safety Representative (HSR) and/or relevant employees, must:

- ensure that the employee, who is required to drive, holds a valid driver's licence and has completed the [Application to Drive Authorisation Form \(Word\)](#) and Section 1 of the [Work-Related Driving Checklist \(Word\)](#) on an annual basis or as required for a planned journey
- ensure that all requirements are satisfied should an employee use their private vehicle for school business as per the Work-Related Driving Procedure
- identify the hazards associated with work-related driving using the Work-Related Driving Safety Checklist
- authorise employees as competent to drive for work purposes, so far as reasonably practicable (e.g. sight the conditions of their drivers' licence)
- review and endorse travel plans with specific regard to fatigue management (Section 2 of the Work-Related Driving Safety Checklist) - noting that approvals for similar driving patterns can last for 12 months
- consider and encourage alternate options to driving where possible (e.g. teleconferencing, video conferencing)
- monitor and review work-related driving safety incidents (at least annually) and also take appropriate action to address any problems with a staff member's driving

Employees must, when planning work-related driving:

- seek endorsement to drive (on at least an annual basis) using the Application to Drive Authorisation Form and Section 1 of the Work-Related Driving Safety Checklist —including showing a valid driver’s licence
- consider how to avoid fatigue, including alternatives to driving where possible

Employees must, prior to commencing driving for work:

- consider expected weather and road conditions when planning the route
- ensure the vehicle is safe to drive

Employees must, when driving for work:

- manage fatigue
- avoid other risk factors on the road, including speeding and other traffic offences, use of drugs, alcohol and medications, use of mobile devices, and distractions while driving
- wear a seatbelt, and ensure passengers are wearing seatbelts
- report any accident or safety-related incident on eduSafe

Definitions

**Accident**

An unintended incident which resulted, or could have resulted in, the injury or exposure to a substance or contagious disease, of one or more persons.

**eduSafe**

The Department’s online hazard and incident reporting and management application, accessible on the intranet. Employees log on using their employee number and password.

**Incident**

An event that has led to or could have led to an injury. Incidents include near misses, accidents, and injuries.

Related policies

- [OHS Management System \(OHSMS\) Overview — Employee Health, Safety and Wellbeing](#)
- [Private Vehicle Use](#)
- [Reporting and Managing School Incidents \(including emergencies\)](#)
- [Travel and Personal Expenses — Teaching Service](#)

Relevant legislation

- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Occupational Health and Safety Regulations 2017 \(Vic\)](#)
- [Road Safety \(Drivers\) Regulations 2019 \(Vic\)](#)
- [Road Safety \(General\) Regulations 2019 \(Vic\)](#)
- [Road Safety Road Rules 2017 \(Vic\)](#)
- [Road Safety \(Vehicles\) Regulations 2009 \(Vic\)](#)