



## TRANSPORTING STUDENTS IN PRIVATE and COLLEGE OWNED VEHICLES POLICY

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### 1. PURPOSE

The purpose of this Policy is to provide guidelines for the transportation of students from St Andrew's Anglican College (the College) to external venues through the use of private or College owned vehicles to protect the health, safety and well-being of the driver and passengers.

### 2. SCOPE

This policy applies to all employees and volunteers working within the College.

### 3. EXTERNAL REFERENCES

- The Child Protection Act 1999

### 4. DEFINITIONS

For the purpose of this Policy:

**Employee** means all persons employed by the College on a full time, part time, casual, permanent and contract basis as well as student teachers and unpaid volunteers.

**Student** means all persons enrolled at St Andrews Anglican College in the current year and students visiting from other schools/colleges.

### 5. RATIONALE

This policy is concerned with the transportation of students from the College to external venues through the use of private or College owned vehicles.

There may be a requirement during the normal activities of the College where students need to be taken to another place by private or College owned vehicle; consequently this policy is being implemented to protect the health, safety and well-being of the driver and any passenger/s.

### 6. DETAILS

6.1. Under no circumstances is a student authorised to drive other students, in a private vehicle from the College to an external venue.

6.2. If a student needs to be transported by car, the College vehicles must be utilised in the first instance. College vehicles currently approved for use and available on the staff Portal Booking System include:

- Principal's Vehicle - Landcruiser (8 seats)
- Mini Buses (12 seats inc. driver) – Standard Class C Licence

- 6.3. Should a situation arise where it is not possible to use a College vehicle, the following procedure must be used:
- 6.4. The private vehicle must be covered by Comprehensive Car Insurance, a copy of which is to be held by the College;
- 6.5. Should damages occur to a private vehicle, whilst transporting students for College purposes that are determined by an insurance assessor NOT to be the fault of the driver; the College will cover any excess costs associated with the existing insurance policy for vehicle repairs.
- 6.6. Should damages occur to a private vehicle whilst transporting students for College purposes that are determined by an insurance assessor to be the fault of the driver; the College will not cover any expenses associated with vehicle repairs.
- 6.7. Any staff member driving a College vehicle needs to be over the age of 25years with a current open licence and is not under any form of suspension from driving. Any vehicle infringement incurred by the staff member driving the vehicle will be the responsibility of the driver/staff member i.e. speeding, parking etc.
- 6.8. College owned vehicles will be parked in designated bays in the College car park.
- 6.9. The driver must hold an Open C Class licence for all vehicles, a copy of which is to be held in the Facilities Office.
- 6.10. For private vehicles, a Driver Declaration Form must be completed and lodged with the Risk & Compliance Officer prior to departure.
- 6.11. For College vehicles, keys and fuel card are to be kept in the Administration Office and will be provided by the Receptionist at time of use. All staff are required to complete the vehicle log book in the Administration Office for each time of use.
- 6.12. The driver must not consume drugs, medication or alcohol during the day of travel or any part of the journey.
- 6.13. Authorisation MUST be obtained by the Head of School, Principal, Deputy Principal or Business Manager, prior to the commencement of any journey (and especially in circumstances which do not provide time for a Driver Declaration form to be submitted before providing the student/s with transport).
- 6.14. A single student is not to be transported in a private vehicle by an employee under normal circumstances;
- 6.15. Under normal circumstances parental or care-giver permission is to be given prior to any such journeys. This will be requested as part of the process for parent permission for any co-curricular activity.

## 7. RELATED DOCUMENTS

- [Student Protection Policy](#)
- [Driver Declaration Forms](#)

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