



TRANSPORTING STUDENTS IN PRIVATE and COLLEGE OWNED VEHICLES POLICY

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 when using private or College owned vehicles.

2. SCOPE

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

3. EXTERNAL REFERENCES

- *Child Protection Act 1999*
- Student Protection in Anglican Schools Policy and Procedures

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 in Australia or overseas.

Emergency Situation means a situation that requires a student to:

- be driven immediately to a Hospital or Medical Centre to receive urgent medical treatment or
- be urgently removed from a potentially dangerous situation or a life-threatening extreme weather event.

5. RATIONALE

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

6. COLLEGE VEHICLES

The College mini bus (12 seater including driver) is available to transport small groups of students. The mini bus is automatic and only requires a Standard Class C licence to operate. The vehicle driven by the Principal may also be used to transport students - if available. When using college vehicles, the following rules must be adhered to:

- 6.1. The mini bus must be booked through the internal booking system. Keys, log book and fuel card are located in the Facilities Office.
- 6.2. Any employee driving a college vehicle must be over the age of 25 years with a current open driver's licence and must not be under any form of suspension from driving. A copy of the driver's licence must be submitted to the Facilities Office prior to collecting keys and the Vehicle log must be completed.
- 6.3. Any vehicle infringement incurred by the employee driving the college vehicle will be the responsibility of the driver/staff member i.e. speeding, parking fines etc.
- 6.4. If possible, please re-fuel the college vehicle when close to arriving back at the College.
- 6.5. College vehicles are to be returned to the same point of collection and any accidents, dents or scratches must be reported to the Finance Office on return.
- 6.6. All students' personal items and litter must be removed from the college vehicles after use.

7. PRIVATE VEHICLES

Should a situation arise where it is not possible to use a college vehicle, private vehicles may be used and the following rules must be adhered to:

- 7.1. A [Driver Declaration Form](#) must be completed and lodged with the Finance Office prior to departure (unless in an emergency situation).
- 7.2. The private vehicle must be covered by Comprehensive Car Insurance.
- 7.3. Authorisation must be obtained by the Head of School, Principal or Deputy Principal 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). This authorisation must be in writing, email or SMS (Note: All communication including SMS must be forwarded to the Risk & Compliance Officer for future reference).
- 7.4. Parental or care-giver permission must also be obtained prior to transporting any student in a privately-owned vehicle (unless in an emergency situation). This authorisation must be in writing or email.
- 7.5. Drivers must not consume illicit drugs, alcohol or any medication that may adversely affect the safe operation of a motor vehicle, during the day of travel or any part of the journey.
- 7.6. A single student is NOT to be transported in a private vehicle by an employee, unless in an emergency. In this situation the Head of School, Principal or Deputy Principal is to be advised as soon as practicable.
- 7.7. Students travelling in a private vehicle are to adhere to relevant Queensland road rules e.g. wearing of seat belts
- 7.8. Students travelling in a private vehicle are to be mindful and respectful of the owner/driver of the vehicle at all times and ensure that all private property including litter are removed from the vehicle at the end of the journey.

7.9. 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.

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.

Note: A system that records the necessary permission for senior students to drive other students is managed by the Secondary Admin Office.

8. RELATED DOCUMENTS

- [Driver Declaration Forms](#)

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