



F002	Use of Own Vehicle Allowance Policy
<b>Purpose</b>	This policy outlines the responsibilities and possible allowances of a staff member or volunteer who uses their own vehicle for work related travel
<b>Authority</b>	Education Services (Teachers) Award 2010 Education Services (Schools) General Staff Award 2010
<b>Policy</b>	Staff and volunteers are eligible to claim an allowance when they use their personal vehicle for work related travel. Staff and Volunteers must complete a private vehicle use declaration form before using their vehicle for school purposes.
<b>Delegation</b>	Principal
<b>Related Policies</b>	Camps and Excursions (I002)
<b>Date approved</b>	November 2009; October 2012; January 2020; July 2022
<b>Next Review Due</b>	July 2026
<b>Review Authority</b>	Management; Finance
<b>Keywords</b>	Travel allowance; vehicle; kilometres; driving
<b>Authorised by:</b>  <b>Board Chairman</b>	
<b>Date:</b>	July 2022
<b>Author/Reviewer:</b>	C Brearley 2022



**VERSION MANAGEMENT**

<b>Version</b>	<b>Date Published</b>	<b>Changes Made</b>	<b>Author of Changes</b>
4	July 2022	Add version management table. Small changes to wording. Added appendix 2 private vehicle use declaration form, add appendix 3 request for travel allowance form. Check transporting children requirements in Road Traffic Act still current.	C Brearley



## F002

## Use of Own Vehicle Allowance Procedure

Travel costs by car will be reimbursed according to the rates mentioned in Appendix 1. These rates are as per the applicable staff awards.

A staff member must obtain approval from the Principal or Bursar to use their own vehicle for school related purposes. Consideration must also be given to hire of motor vehicles as this would be most cost effective for long distances.

A staff member or volunteer is **eligible** to claim travel allowance in the following situations:

- Travel between school sites is required for part of work
- Travel for parents' visits- the teacher may claim the kilometres between the school where he/she normally works and the parents' residence.
- Travel for meetings at other schools or offices.
- Travel for PD (not in-house)
- Travel with students to activities

A staff member or volunteer is **not eligible** to claim travel allowance in the following circumstances:

- Travel from home to work
- Travel for in service of PD days at "own school"
- Travel to school during holidays (as part of preparation of schoolwork)

The travel allowance will be paid at a rate per kilometre.

The travel allowance can be claimed via the Request for travel allowance form (Appendix 3). The Principal or Bursar will sign for approval. The travel allowance will be paid for employees via the payroll process and for volunteers via a refund. Travel more than 400km per week must be approved by the principal prior to undertaking travel.

### **Use of private vehicle for Transporting Students:**

The school's duty of care extends to all private vehicles used by parents and staff on school excursions or activities. Consequently, the principal must ensure:

- That the driver has sufficient experience and competence. Drivers who are either 'L' or 'P' plate drivers are not permitted to transport students
- The vehicle's roadworthiness, including seat belts, lights, brakes.
- The number of children permitted in the car does not exceed legal requirements
- Written permission obtained by parents for their child to be driven in a private vehicle.



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To assist the school in meeting its safety and legal requirements, Staff, volunteers, or parents intending to use their private vehicle for school travel purposes must first complete a private vehicle use declaration form (Appendix 2). Completed forms to be submitted to the front office for filing.

The use of private and commercial vehicles must comply with the requirements of current Road Traffic Act, as follows:

- Children aged from four years up to under seven years are to be seated in either a forward-facing child seat or booster seat restrained by a fastened seat belt or child safety harness.
- Children aged four years to under seven years must not travel in the front seat of a vehicle that has two or more rows of seats, unless all the other back seats are occupied by children who are also under the age of seven years.
- If you are in a car or smaller bus with 12 seats or less, you will only be able to transport children under seven years of age in an appropriate child restraint or booster seat
- For a bus which seats over 12 adults (including the driver), child restraints are not required.
- Children seven years and over can be restrained in an adult seat belt or booster seats

Staff and volunteers must be aware that JCSA is not responsible for any damage to the vehicle during school related transport. However, in case of vehicle break-ins and damages caused beyond the driver's control, JCSA will reimburse the excess of and insurance claim to a value of \$500.



## Appendix 1 | Use of Own Vehicle Allowance Rates

### Rate per kilometre

Where a staff member or volunteer is entitled to claim travel allowance as outlined in the policy and procedure, the rate per kilometre is as follows:

- \$0.80/km but capped to a maximum of 400kms per week

These rates are tied to the Education Services (Teachers) Award 2010 and Education Services (Schools) General Staff Award 2010 and are updated from time to time.



## Appendix 2 | Private Vehicle Use Declaration Form

Declaration form saved separately. Form available to staff through Sentral.



## Appendix 3 | Request for Travel Allowance Form

Form saved separately. Form available to staff through Sentral.