

Vehicles

Use of school vehicles

Before driving a school vehicle, staff need to be

- Aged twenty-five years or more for insurance purposes
- Cleared via licence check by BSM, signed off by Principal
 - inducted and signed off on
 - vehicle use
 - driving capability
 - look before you lock policy
 - car seat, booster seat, wheelchair boarding and tie-down
 - individual student protocols.

Staff driving the school vehicles must ensure students and staff are transported safely while on school programs.

- When using a school vehicle ensure to accurately and completely fill in the log book for each journey.
- Vehicle allocation is included in the annual timetable spreadsheet with details available on the Vehicles tab.

Transporting students in private vehicles

The DoE form, *Offer to provide transport children/students in a private vehicle*

[Documents from OnePortal\offer-to-provide-transport-in-a-private-vehicle-form.docx](#)

needs to be completed by any staff who anticipate needing to transport a student in their private vehicle.

The form, together with current driver's licence, comprehensive motor vehicle insurance, vehicle roadworthy and registration, and declaration of any driving offences, is required for the Principal's approval.