



Gisborne Secondary College values respect, diversity, innovation & achievement. Through a wide range of learning opportunities, students develop fulfilling & independent lives.

## Private Vehicle Policy

GSC does not encourage the transporting of students in their private cars, (both teaching & non-teaching staff).

In a circumstance where it becomes necessary for a student to travel in a staff members private car; the following requirements must be adhered to.

- An *'application to use a private vehicle on official duty'* must be completed and signed by the Principal;

You must include with this application, the following:

- A copy of your current and valid driver's licence;
- A copy of the vehicles current registration;
- A copy of the vehicles **comprehensive** insurance policy, where it clearly states:
  - *'an indemnity to the crown'* and
  - *'liability at law by way of damages no less than \$20 million'*.
- A copy of your CRC id or your WWC id.

Students are not to travel solo in a staff members vehicles. Staff should consider the gender of students when allowing students in their car.

The vehicle must have seatbelts and they must be used.

Vehicles used to transport students must comply with [VicRoads](#) registration requirements.

Drivers must comply with all licensing requirements.

Occupational Health and Safety laws require employers and employees to take all reasonably practicable steps to manage driver fatigue.

Equipment carried inside vehicles must be securely stowed and not create a risk of injury or damage.

In circumstances where a teacher or staff member is to drive a vehicle transporting students, particular care should be taken to ensure that they have adequate rest prior to driving. This is especially the case where the activity includes an overnight component.

VicRoads offers further advice on driver fatigue management and legislation at [Fatigue management](#).