

Transportation Policy

Purpose:	The purpose of this policy is to set out clear expectations for transportation of MOB Academy students, supervisors, managers, staff and volunteers whilst utilising buses, work/private vehicles and public transport.	
Scope:	This policy applies to all employees, volunteers and students.	
Status:	Approved	Supersedes: Nil
Authorised by:	Board Chair	Date of Authorisation: 01/09/2020
References:	<ul style="list-style-type: none"> • MOB Academy Staff Code of Conduct 	
Review Date:	Annually	Next Review Date: 01/09/2021
Policy Owner:	School Governing Body	

Policy

This policy sets out requirements around transportation of staff, students and volunteers to clarify specific expectations to ensure MOB Academy is carrying out its 'Duty of Care' in maintain a safe working environment for all parties involved.

Bus/Van Usage

Bus/Van usage is to be carried out by MOB Academy employees who hold a current unrestricted Australian driver's license. Students or clients are not to drive academy or staff vehicles at any time. There is to be no consumption of food or drink (water permitted at driver's discretion) on the bus at any time. All buses are to be maintained and safety concerns reported immediately to management. Where deemed necessary the vehicle may need to be removed from service until repairs are completed.

Transportation of Students

When transporting students MOB Academy staff members are instructed that they must never travel alone in a vehicle with a student of the opposite sex. Due to the nature of the MOB

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Academy Program however, there may be times when a staff member needs to travel alone in a vehicle with a student of the opposite sex. On any such occasion, where no other option is available the student must:

- Occupy the rear passenger seat of the vehicle
- Sit in the space diagonally behind the driver, and
- Wear a seatbelt at all times.

Bus/Van Hire – Personal Use

Personal use of academy buses/vans can be arranged pending written approval from the CEO/Principal for employed staff.

License Requirements

All staff are required to hold a current unrestricted Australian driver's license for the purpose of driving academy owned and private vehicles. The academy is to be supplied a two-sided copy of the employee's license upon commencement and must not drive vehicles unless this has been supplied. In the event a license has expired or been suspended, staff must notify the CEO/Principal immediately and cease driving of all vehicles. Any MOB Academy staff member found to be driving whilst disqualified will be subject to disciplinary action or dismissal.

Private Vehicles – Staff

If using your vehicle or a hired vehicle for business use it is your responsibility to ensure that there is appropriate insurance in place which covers business use. MOB Academy cannot accept responsibility for any accident, loss or injury. Students must not be transported in private vehicles.

During the course of your employment with MOB Academy it may be necessary to use your private motor vehicle for business use. This policy covers all aspects of our expectations with regard to the use of a private vehicle for MOB Academy.

Note: Academy owned transport or carpooling is to be prioritised to minimise cost to the organisation. Private vehicle use should be used as a last resort when no other company vehicles are available.

Business Use

Business Use may include, but is not limited to:

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- Travel between MOB Academy offices for meetings
- Travel to client meetings
- Travel to meetings with colleagues and professionals from within our industry and for professional development purposes
- Not travel between home and work
- Travel to excursions, camps and events when necessary (approval required from management prior).

Authorised Travel

Specific Authorisation is required for any travel using personal vehicles.

Authorisation is to be given by the CEO/Principal prior to using private transportation.

Infringements

All penalties imposed on the driver of a vehicle for traffic or parking offences are the responsibility of the driver. Under no circumstances will fines incurred be paid or reimbursed from MOB Academy funds. All costs in relation to the infringement must be borne personally by the driver responsible for the offence.

Reimbursement

When a private vehicle is used for travel on behalf of MOB Academy an email should be sent to the Chief Financial Officer (and CEO/Principal) with details of your trip for approval. Travel from home to the first place of work and return (or an equivalent distance) is considered private and cannot be claimed as business travel.

Tolls

Tolls may be reimbursed for travel approved by management.

Private Vehicles – Students

Many students will gain their learners permit and eventually their full driver's license whilst attending MOB Academy. To fulfil 'duty of care' requirements, the academy requests that any student who wishes to drive to the academy must notify the CEO/Principal in the approved manner i.e. Student Driving to School Form

Road Safety

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Staff are to ensure they conduct themselves in a manner that represents the academy favourably within the community. All staff are expected to follow and comply with road rules and be considerate of the perceptions of the community and other road users. Staff must refrain from driving aggressively and or recklessly. Reports of poor or dangerous driving will be taken seriously by management.

Seatbelts and Restraints

- Seatbelts and restraints must meet Australian Standards (AS/NZS1754) and be marked as complying with the Australian Standard.
- Staff, volunteers and contractors will ensure that each student must be secured in a seat belt when travelling in a vehicle.
- Private or academy vehicles must not carry over the registered number of passengers or load limits.
- It is a staff member's 'Duty of Care' to ensure all parties are compliant with a request to wear seat belts.
- Any students who refuse to wear seatbelts will NOT be transported and will be referred to the CEO/Principal.
- Only staff, students, clients and volunteers are permitted to travel on academy buses.

Vehicle Code of Conduct

While travelling in a school vehicle, students must comply with the below rules, if students do not comply with these rules they will be removed from the vehicle and be responsible for paying for any damage.

- Wear seatbelt at all times
- Treat other people and their possessions with respect
- Follow instructions from the driver about safety on the vehicle without argument
- Not damage vehicle property, equipment or signs in any way
- Sit properly on the seat (or in an allocated seat if directed by the driver)
- Speak quietly and not create unnecessary noise
- Refrain from any bullying or harassing other passengers or the driver
- Not place feet on the seats
- Refrain from fighting, spitting or using offensive language
- Refrain from throwing any item around, or from the vehicle
- Not consume any food or drink (water permitted at driver's discretion), or play music without permission from the driver
- Not smoke at any time while on or near the vehicle
- Not have any portion of the body outside of the vehicle windows/doors
- Not use a mobile phone to send threatening messages, or photograph others without consent
- Not distract the driver in any way

Refuelling & Vehicle Maintenance

Refuelling of vehicles is to be carried out by staff. Students and or clients are NOT to refuel, service or maintain vehicles under any circumstances. A fuel card has been made available for school owned vehicles. Each vehicle must be re-fuelled by the driver when it reaches $\frac{1}{4}$ of a tank to minimise inconvenience to other bookings.

Logbooks

Upon returning the vehicle, relevant logbooks are to be completed and the vehicle secured, before returning and handing in the keys.

Insurance

All Academy owned vehicles are covered under comprehensive insurance for business use. Please contact the Chief Financial Officer for further details if required.

Accidents and Incidents

Any accidents or incidents must be reported immediately to management and followed up with a completed Accident/Incident Report stating relevant drivers, license numbers, time, location of accident, registration, car make and model and witness details where possible. Photos of the accident site and any damage to vehicles are to be included in report. In the event that there is a serious accident please call '000' emergency.

Please note: Privately owned vehicles used for business purposes that become involved in an accident are to be claimed through personal insurance.