

CAR POLICY

PREAMBLE

Our Catholic School offer privileged opportunities for the evangelisation care and education of youth.

With the distances that need to be travelled from Moree to CSO and larger centres for meetings/in-service the use of the school car is to ensure that other members of families are not disadvantaged by our contributions to the education of children or the running of the school.

AIM

To promote the enterprise of St. Philomena's School by providing a car for the use of the Principal members of staff, and School Board members to attend meetings and/or in-service for the betterment of service, to the education of the children.

GUIDELINES-

1. The car will be available for the use of the Principal, Staff members, Board members, or others as decided by the Principal (and in his/her absence, the deputy), who will attend meetings or in-services that are associated with the usual course of their work in a paid or voluntary capacity.
2. At other times the car will be available for the private use of the Principal.
3. The car may only be driven by those described in 1 and 2 above who are over the age of 25 years and are registered, by the school finance officer, with the appropriated insurance company.
4. All drivers must obey the state and federal traffic rules.
5. A log book will be kept for all out of town private use. At the end of each month the finance officer will invoice the Principal for private use outside the town boundaries at a rate set by the School Board annually.
6. The Principal will garage the vehicle at their home and maintain it with regular cleaning and servicing. The spare key to the car will be left with the finance officer.
7. Other people who use the car are to ensure that the car has been cleaned before returning it to the Principal
8. The person driving will be responsible for obtaining tax receipts for reimbursement through the school office. It is also the responsibility of that person to fill out a travel claim form to be lodged with the finance officer who will make the claim against the appropriate body.
9. Keys to the car will be handed to the Finance Officer on the final day of service.

Last Review Oct 08 - Next review April 10