

**10 PROCEDURE: USE OF PRIVATE VEHICLE FOR BUSINESS****Aim**

To ensure that guidelines are in place for staff using private vehicles for business use, specifically in relation to transportation of children.

**10.1 Transportation of Children**

10.1.1 Staff using their private vehicle for the transportation of children must ensure that:

- 10.1.1.1 They have a valid insurance policy that allows them to use their vehicle for business purposes. If an extra premium is payable, if agreed Montessori Children's House Wanaka will cover this.
- 10.1.1.2 They hold a valid clean driver's license.
- 10.1.1.3 Their car has a current warrant of fitness.
- 10.1.1.4 Their vehicle has a current registration.

10.2.2 At all times the member of staff accompanying the child(ren) must ensure they are transported according to the procedure for taking children out of the centre specifically:

- 10.2.2.1 The written consent of the parent has been obtained beforehand or in the case of an emergency verbal consent is accepted
- 10.2.2.2 A ratio of at least 1 adult for 2 children per car or 2 adults in any vehicle carrying more than 2 children applies
- 10.2.2.3 The staff member must ensure all children are restrained in approved car seats
- 10.2.2.4 The staff member has with them, a first aid kit, contact details of all children they are transporting, any medication required and their personal mobile phone.

10.2.3 *In the event of an accident providing all the above criteria have been complied with, MCHW will pay any insurance excess arising from any claim up to \$1,000.*

10.2.4 Under no circumstances should a child be transported by a member of staff who has not complied with any of the above criteria. Failure to comply will be considered serious misconduct.

**For Other Business Use**

10.3.1 Staff who use their private vehicles for business purposes, other than transporting children, must ensure that they have authority from the Managing Teacher prior to travel. Montessori Children's House Wanaka recommends all staff check with their insurance company if in any doubt.

**10.3.2 Mileage Rates**

The following set rates apply to return travel. A claim form available from the office is to be submitted upon return and reimbursement is paid by direct debit on the 20<sup>th</sup> of the month. .

Cromwell /Cardrona	\$ 55
Arrowtown/Queenstown/Alexandra	\$ 90
Dunedin	\$240
Christchurch	\$350
Other short distance	55c per km

