

## **APPRENTICE VEHICLE POLICY**

### **(Private transport only)**

#### **Purpose:**

This policy applies to Student Apprentices who use their personal vehicles as transport to and from the College.

The policy objectives are to establish:

- Specific documents that relate to this policy.
- Clear guidelines to describe the College's position on private vehicles.

#### **Policy Statement:**

The Australian Trades College Western Australia (ATC WA) recognises the importance of student/apprentices obtaining a driver's licence and owning their own vehicle has in the development and progression into adult life and preparation for the workforce. The College accepts that many student/apprentices will obtain a driver's licence during their time of enrolment at the College which provides them with the opportunity to transit to and from the College in their own vehicles.

Under Duty of Care obligations the College is responsible for the health and safety of all enrolled students when they attend the College. This policy outlines the College requirements for enrolled students using private vehicles during attendance at the College.

#### **Definitions:**

**Student Apprentices** – Those who are enrolled at the college.

**Parent / Guardian** – The legal representative of the Student Apprentice.

**Apprentice Vehicle Permission Form** – Application for the use of private vehicle transport to and from the college.

## College Risk Factors

- Duty of care obligations for all Student Apprentices whilst at the College.
- Student Apprentices must complete and return related documentation to the College prior to use of their vehicle as transport.
- College must distribute and maintain all documentation to Student Apprentices who wish to use their own vehicle to transit to and from the College.
- Recognise the benefits of Student Apprentices using their own vehicles.
- Duty of Care obligations related to passengers travelling in Student Apprentice vehicles during College hours
- Damage that may occur to any of the following:
  - Own vehicle (Apprentice)
  - College vehicle.
  - Staff / visitor vehicle
  - Third party property

## Apprentice requirements:

### Indication of intention to use own vehicle

Student Apprentices who intend to use their own vehicle to transit to and from the College need to register this intention. At this time they will be provided with relevant documentation which is to be completed prior to the use of their own vehicle for transportation.

### Vehicle details

Vehicle details must be provided on the apprentice vehicle permission form. A separate form must be completed for each vehicle that the Student Apprentice may use to transit to and from the College.

### Carrying of passengers

During College hours, Student Apprentices are not permitted to carry passengers in their vehicles unless they provide a written consent from.

1. Student Apprentice parent / guardian of the driver, outlining who they may take as a passenger.
2. Student Apprentice parent / guardian of the passenger/s, outlining which driver they give consent to.

## Vehicle use

Student Apprentice vehicles are only permitted to be used to travel to and from the College on the commencement and closure of the daily operating hours of the college.

Unless the College has received written consent from the parent/guardian, Student Apprentices are not permitted to use their vehicle at any time during the nominated daily operation of the College. If written consent has been provided, the Student Apprentice may only use the vehicle as detailed in the written consent (eg. Lunch break only) and will not be permitted to carry other Student Apprentices as passengers, unless that written consent has also been provided, from both the parent/guardian of the driver and the parent/guardian of the passenger.

## Traffic flow

Student Apprentices are not permitted to drive their vehicles on College grounds. The designated parking areas for Student Apprentices are:

Maddington Campus

- General parking open at the end of Canning Park Avenue

Armadale Campus

- In public car spaces outside the Campus

## Liability

Student Apprentices use their own vehicle at their own risk. The College will not accept the responsibility for the security or damage that may occur to the Student Apprentice vehicle. This includes travel to and from the College and whilst at the College.

The College has no responsibility for the Student Apprentice in adhering to all WA government traffic code of conduct, policies, procedures and laws.

## Declaration

The declaration of the Student Apprentice vehicle permission form must be completed.

<b>Policy Number :</b>	ATCWA01
<b>Policy Created :</b>	17/03/2008
<b>Policy Custodian:</b>	CEO
<b>Approved By :</b>	CEO
<b>Revision Date :</b>	17/03/10
<b>Related Policies / Procedures/ Documents :</b>	ATC Apprentice Driver & Passenger Consent Form (Personal Transport)



## **Apprentice Driver & Passenger Consent Form (Personal Transport)**

### **STUDENT DRIVER:**

I give consent for \_\_\_\_\_ to drive a motor vehicle to and from the College  
**(Apprentice Name)**

Do you intend to carry passengers?     Yes     No

I give consent for \_\_\_\_\_ to carry passengers, subject to  
**(Apprentice Name)**  
consent being submitted by both the passenger/s parent/guardian and the apprentice (passenger) to the College.

Apprentice Drivers Licence Number: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

Make: \_\_\_\_\_    Model: \_\_\_\_\_    Body: \_\_\_\_\_

I acknowledge that I have read, accept and understand the Australian Trades College WA Apprentice Vehicle Policy, and \_\_\_\_\_ will abide by the  
**(Apprentice Name)**  
Apprentice Vehicle policy.

Parental/Guardian Consent (signature): \_\_\_\_\_

Full Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Apprentice (driver) signature: \_\_\_\_\_

Full name of apprentice (driver): \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT PASSENGER:**

I give consent for \_\_\_\_\_ to travel as a passenger in the above  
(Apprentice Name)  
mentioned vehicle subject to consent being submitted by both the driver's  
parent/guardian and the apprentice (driver) to the College.

I acknowledge that I have read, accept and understand the Australian Trades College WA  
Apprentice Vehicle Policy, and \_\_\_\_\_ will abide by the  
Apprentice Vehicle policy. (Apprentice Name)

Parental/Guardian Consent (signature): \_\_\_\_\_

Full Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Apprentice (passenger) signature: \_\_\_\_\_

Full name of apprentice (passenger): \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE		
Date received:		
Documents received:		
Passenger letters:		
Vehicle owner:		
Attending Campus:		