

## **NAG 3—Personnel**

### **Incidental Private Use of a School Vehicle by the Principal Policy**

#### **Rationale**

The board acknowledges the substantial distances that the principal is required to travel in relation to school business and the after work hours contribution made by the principal in the course of his/her duties. The board recognises that the principal requires a vehicle to enable the proper undertaking of the role. In addition, the board wishes to afford the principal the opportunity to use a school pool vehicle for incidental private use.

This policy is consistent with the requirements of MoE *Circular 2013/13 – Principal Concurrence*.

#### **Purposes**

This policy specifies the terms of private use of a school vehicle by the principal.

#### **Guidelines**

- a) All terms applicable to staff driving pool vehicles for school business will apply to the principal in the use of a school vehicle for private purposes.
- b) The principal will be entitled to incidental private use of a school vehicle. To ensure that any private use of the vehicle is only 'incidental' in comparison to the primary reason the vehicle is made available to the principal, any private use must be kept to 25% or less of the total kilometres travelled in each calendar year. Furthermore, the private use must occur within the Northern Health School territory.
- c) It is envisaged that the largest available vehicle in the Regional House fleet will be used by the principal wherever possible for school and private use purposes.
- d) The principal will be required to pay for own fuel if refuelling at an out of Auckland fuel station, while using the vehicle for incidental private use.
- e) The principal is required to have the vehicle available for use by staff during the day.
- f) The school reserves the right to claim the cost of any insurance excess from the principal, should the principal damage the vehicle through own fault during private use.
- g) The principal may, with Board approval, make enhancements to the vehicle, e.g. installation of a tow bar or roof racks, that do not alter the vehicle structurally, can be removed from the vehicle prior to being sold and that do not affect the expected performance of the vehicle. The cost of the installation of any enhancements is to be met by the principal and these enhancements remain the property of the principal.

- h) The vehicle is to be parked off a public road at night but is not required to be garaged.
- i) The Board shall be entitled to undertake an audit of vehicle use at any time to confirm that private usage is 25% or less of the total kilometres driven. The audit process will be by way of the normal mileage review processes currently undertaken.

Adopted	<u>May 2019</u>
Chairperson	<u></u>
Review Date	<u>May 2022</u>