Field Trip Vehicles

**Use of Private Vehicle**

Private vehicles should be registered, roadworthy, covered by comprehensive insurance and driven by a licensed driver.

**If you are using a private vehicle please provide the following details to your nominated University contact person.**

|  |  |
| --- | --- |
| **Name:** |  |
| **Registration Number:** |  |
| **Make of vehicle:** |  |
| **Model of vehicle:** |  |
| **Colour of vehicle:** |  |
| **Mobile Number:** |  |
| **Names of all passengers** |  |
| **Remember to text or email a family member as soon as you arrive at your destination and again on your arrival home.** |

## Vehicle Insurance Cover

In most cases personal/private comprehensive vehicle insurance is valid on work related travel. However, it may be wise to confirm that this is included in your comprehensive cover, with your insurance provider.

**Private vehicles are not covered by University insurance.**

Workers’ Compensation insurance for staff covers personal injury but not vehicle damage. (no workers compensation for students)

**Security in Car Parks**

Lock vehicles left in University car parks and close all windows. Do not leave any valuables in open view in vehicles. Advise the security office of the field trip and vehicles and length of time of vehicles left in carpark.

**Weekend Departures/Arrivals** – Ensure Toilet access is available near the departure/arrival point.

**Travel reimbursement –** Not available for Yr 4 rural placements.

Vehicle and safe travel**:** Ensure you’re travelling in a roadworthy vehicle, check fuel, oil, water and tyres beforehand. Make sure your tyres, including the spare, have proper inflation pressure and that there is plenty of thread. Clean the windscreen.

Students are **not to travel at dusk or night** due to the risk of hitting a kangaroo or other animal. If you are the driver, you have a responsibility to your passengers to ensure your car is roadworthy and you drive safely. Transport SA has more information on safe driving at <http://www.transport.sa.gov.au/pdfs/safety/country.pdf>