



## **SCHOOL VANS**

### **Rationale:**

The school owns one or more vans to facilitate student activities off-site.

### **Purpose:**

The purpose of this policy is to provide guidelines for equitable and safe use of the vans, and accountability for the costs of the vans.

### **Scope:**

This policy applies to all staff and other designated drivers approved to use the vans.

### **Guidelines:**

1. The designated driver must be over the age of 25 and hold a valid current licence which must be sighted, and details recorded. Parents, caregivers, sports coaches or other adults may be given approval to drive school vans by senior management and must adhere to all the same conditions as staff members.
2. The school vans are only available for non-school related trips by express permission of the Principal to whom application should be made in writing.
3. Where two or more trips require the van on the same day, and adequate notice of the booking is given, preference will be given to out of town venues. The final decision will be made by the Business/Financial Manager or Principal.
4. The designated driver must complete the school authorisation form (Pro forma A) and must show van driving proficiency prior to using the van with passengers.
5. Logbooks and keys are available from the Admin Office. Charges will be calculated on actual mileage.
6. School vans will be charged on a monthly basis at the following rates with a minimum charge of \$5.00.
  - 0 – 200 km @86c km
  - 200 – 500 km @80c km
  - 500+ @ 75c km
  - (plus GST for groups external to the school)
7. All traffic offences must be declared and the Business/Financial Manager or Principal will make the final decision as to whether the person is permitted to drive the vehicle again. Payment for all traffic infringement notices are the responsibility of the driver
8. For journeys of more than 100km:
  - i) The school office must have a list of all occupants in the vehicle, as well as contact names and numbers of the students in case of an emergency
  - ii) The school office must have written notification of the vehicle's plan including destination, time of departure / arrival and strategic stopovers.
9. All drivers and passengers must wear seatbelts.
10. Drivers or other occupants of vans must not be under the influence or in possession of alcohol, drugs or other illegal substances.
11. Passenger numbers must not exceed the legal limit.



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12. Any loads that are part of the vehicle must be safely secured.
13. Users of the school van must appreciate that it is a very visible advertisement for the school and, as such, it should be driven in a manner, and parked in locations that will not bring embarrassment to the school.
14. When vans are at school and not in use they must be returned to the school vehicle parking shed. Logbook, keys for school van returned to the Office Manager.
15. Smoking is not allowed in school vans.
16. Vans must be returned clean and with fuel tanks full. Refill is to be at the Western Hills Drive Caltex Station. The prior user will be charged for cleaning and fuel if necessary. Fuel receipts must be handed to the Admin Office.
17. Maintenance is overseen by the Property Manager. Report any problems to him or the Business/Financial Manager and record in the appropriate log book.

### **FOR PRIVATE USE OF SCHOOL VANS**

#### **Rationale:**

The school vans are solely booked for school purposes. As a good will gesture to it may be available to Board of Trustees and staff members for private use.

#### **Procedures:**

1. Applications for private use must be made in writing to the Principal.
2. The Principal will consult with the EO and the Resources Portfolio holder before permitting the booking to be pencilled in.
3. A private booking may be superseded by a school booking up until four working days before the booked date.
4. Where a subsequent school booking conflicts with a (prior) private booking the Principal and the private user must both be advised by the school user as soon as possible.  
An invoice will be sent out at the end of the trip. The charge for the van is \$15.00 per day **plus** a km price as listed below. All charges are plus GST.  
0 – 200 km @86c km  
200 – 500 km @80c km  
500+ @75c km
5. The school van will be fuelled by the school before private use and the private user must ensure the school van is fully refuelled upon its return or further costs will be charged.
7. In the event of damage to the school van when in private use, the user will be required to pay the cost of any excess or no-claim loss to the school (as per the Whangarei Boys' High School insurance policy with Crombie Lockwood), and any costs incurred that are not covered by the school's insurance policy.
8. All drivers must have a 'clean' licence and be at least 25 years of age.
9. In all other respects, private use of the school van is to be treated the same as school use.



## **SCHOOL VANS**

**Related policies:**

1. EOTC

**Review details:**

<b>Review Date</b>	<b>Reviewed by</b>
Oct 2020	NEE
<b>Review cycle:</b> 3 years	<b>Due date for Review:</b> Oct 2023

**Management Contact:**

Assistant Principal