

SCHOOL VEHICLES

POLICY

Rationale:

School owned or leased vehicles such as cars and buses are essential and valuable curriculum resources that must be well maintained, well managed, and used in accordance with school and departmental expectations.

Aims:

- To ensure that school council owned and leased vehicles are used and stored safely, appropriately and effectively.

Implementation:

- Our School Council-owned bus is managed by the school principal under the direction of the Resources sub-committee.
- Our school will obtain prior approval from the regional director before purchasing a vehicle.
- All costs associated with vehicles are accounted for as part of our school's annual budgets.
- All buses will be accredited with the Public Transport Safety authority. All vehicles be appropriately insured and be regularly inspected by a licensed bus tester.
- All buses that we own or use will have seatbelts.
- All school vehicles will be maintained and serviced in accordance with lease agreements and/or manufacturer's instructions, and records will be maintained as required.
- All vehicles will be garaged at the school in lockable facilities, and will be fully and comprehensively insured as per Department of Education requirements.
- School owned or leased vehicles can only be used for school related purposes as determined by the principal.
- Only fully licensed staff members or School Council or Community members approved by the principal can drive school vehicles.
- Approved persons driving school buses must hold an appropriate bus licence.
- A comprehensive logbook will be maintained, detailing all use of each vehicle.
- Keys for vehicles and lockable garages, plus petrol cards for each vehicle will be stored in the school safe.
- A booking schedule will be located in the school office for people wishing to use vehicles. If clashes occur, precedence will generally be given to use of the vehicle that involves the most staff members and/or the greatest travel time.
- Any person, who uses the vehicle inappropriately or leaves it uncleaned, will lose the privilege of using school vehicles or will be charged a cleaning fee as set by school council. Details regarding the bus rules are left in the bus at all times for drivers to read.
- Any traffic or speeding infringements forwarded to the school will be directed to the offending driver.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

June 2014