

# Henderson Intermediate School

## SCHOOL VAN POLICY

### RATIONALE

The school owns 2 vans which are for the use of staff and students for school purposes. This use needs to be monitored for safety and financial reasons. The school vans should be a safe means of transporting children.

### GUIDELINES

- 🚐 The vans are at all times kept locked in the van shelter.
- 🚐 To book the use of the vans, fill in the diary kept with Accounts.
- 🚐 The key to the vans are held by the main office staff.
- 🚐 The vans are Registered and have a current WOF.
- 🚐 Drivers must hold and continue to hold a current, unendorsed driver's licence.
- 🚐 User must be approved by the Principal
- 🚐 A copy of the driver's licence is to be held on file with the Principal's P.A.
- 🚐 The driver must be over the age of 25 years for insurance purposes.
- 🚐 All users of the vans must record the details of their trip in the log book before and after each trip. The log book is kept in the compartment beside the driver's seat.
- 🚐 A Fire Extinguisher and First Aid Kit is kept in the vans in the case of accident or emergency.
- 🚐 For reasons of safety of both staff and students, a dashcam is kept in the vans.
- 🚐 Drivers are responsible for returning the vans in a clean and tidy condition. Check all belongings are removed. Check all rubbish goes into a bin. Discourage eating in vans whenever possible.
- 🚐 Maintenance will be arranged by the Caretaker. Should there be any problems with the vans please report them to him.
- 🚐 The school vans will not be taken home unless school business stems from that address for the next day. It can only be taken home if stored in a locked garage.
- 🚐 Drivers will be responsible for paying any parking charges and traffic fines incurred whilst the vans are booked out to them.
- 🚐 Drivers will at all times take reasonable care of the vans. They shall use it properly and responsibly and shall comply with the provisions of the insurance policy relating to the vans. These provisions include the payment of an excess of \$250.00 if the accident is the fault of the driver they may be required by the school to fund this amount.
- 🚐 Drivers will not drink any alcohol or use illegal drugs, within twelve hours prior to driving the vans. Smoking/Vaping is prohibited inside the van.
- 🚐 Any maintenance to be recorded in Van Maintenance Book which will be kept in the School Office.

**Reviewed on 4<sup>th</sup> September 2023**