

# Stratford Primary School: Policies

## 100 VAN USE POLICY

The school Minivan is owned and operated by Stratford Primary School primarily for the purpose of school transport for students and supervising staff to attend leadership, sporting and cultural events. The van is also available for staff professional development.

### GUIDELINES:

1. This policy is delegated to the Principal, who has discretion over the use of the school van.
2. The Principal shall be responsible for ensuring the following guidelines are met.
3. The Principal may delegate this policy to the Deputy Principal and/Associate Principal.
4. **Maintenance:** The minivan...
  - a. Is insured at all times.
  - b. Has a current warrant of fitness and registration.
  - c. Is regularly serviced and maintained in good running condition.
  - d. Is washed and regularly polished as necessary to maintain its original appearance.
5. **Storage and security:** The minivan is parked in the main parking area outside the front entrance, which is visible to the school cameras. The keys will be stored in the school safe when not in use.
6. **Drivers:**
  - a. Must be a certified employed teacher of the school or must be at least 26 years of age.
  - b. Have a current full drivers licence
  - c. Be prepared to complete the Driver form (Available from school office).
  - d. Provide an appropriate copy of their current drivers licence.
  - e. A list of approved driver's will be stored in the front office.
7. **Bookings:**
  - a. All bookings are to be made through the School Office and signed off by the Principal.
  - b. Long term/special event bookings should be made well in advance and must be confirmed 2 weeks prior to use. (Booking Forms available from school office) (Also refer to Point 6 below)
  - c. A booking sheet will be stored in the front office.
8. **Refuelling the van:** Users must return the van with a full tank of petrol.
9. **Cost of running the van:** School use (School event) = No cost; School related use (e.g. supporting a student(s)/staff with an event/ Staff carpooling) = Fuel and km within Taranaki; Outside Taranaki = \$100 for wear and tear + fuel and km.
10. **Additional Rules:**
  - a. Maximum seating capacity is at no time to exceed the number of seatbelts.
  - b. Any children that have not completed the blanket permission form must complete a permission slip signed by their parent / caregiver and be presented to driver or teacher in charge before trip commences.

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- c. School rules apply at any time while travelling in the school van.
- d. All payments for use of the school van are to be made prior to travel unless other arrangements have been made.
- e. Wearing of seatbelts is compulsory.
- f. The minivan is smoke and alcohol free.

### **11. In the event of an accident:**

- a. Events involving injury to students and /or staff, the Traumatic Incident Procedure must be followed in the first instance.
- b. Should the van be involved in an accident, it shall be the driver's responsibility to ensure:
  - i. The Principal is contacted immediately.
  - ii. The Police are informed within 12 hours of the accident.
  - iii. An insurance claim form is completed and handed into the Principal before 12pm on the next working day.

Review schedule: Triennially