

Stratford Primary School: Policies

RTLit Policy: Appendix A

The Stratford Primary School Board provides a leased motor vehicle to enable the itinerant RTLit attached to Stratford Primary School to carry out their contractual obligations to cluster schools.

The Stratford Primary Board strives to achieve transport efficiencies.

1. Guidelines:

- a. Users of Stratford Primary School Boards motor vehicles must comply with these guidelines at all times.
- b. The ultimate responsibility of the management of the leased vehicle will be with the Principal acting on behalf of the Stratford Primary School Board.
- c. The RTLit must adhere to this policy and accompanying guidelines on Motor Vehicle use.
- d. The vehicle shall be maintained to a high standard in accordance with the guidelines.
- e. The Stratford Primary School Board is not liable for legal infringements committed by approved drivers while in control of the leased vehicle.
- f. The Stratford Primary School Board has a zero tolerance towards driving under the influence of intoxicants. NB: Intoxicants are alcohol or drugs and any other substance whether prescribed or not that may impair the driver's ability to control a motor vehicle.
- g. The Stratford Primary School Board reserves the right to withdraw the use of the leased vehicle at any time for any reason.
- h. Only approved Stratford Primary School Board of Trustees employees can drive a Stratford Primary School Board of Trustees vehicle. Non-employees may travel as passengers.
- i. An *approved driver* is any Stratford Primary School Board employee who meets the criteria as set out in the *Car Insurance Policy* and is in possession of a *full driver's licence* with appropriate endorsements, and the Principal has sighted the staff member's valid driver's licence.
- j. Approved drivers are required to inform the Principal of changes to their driver's licence, i.e. the issuing of demerit points/infringements.
- k. Approved drivers must immediately notify the Principal of any medical or physical condition that may affect their ability to drive a Stratford Primary School Board leased vehicle.

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1. Approved drivers must not use the Stratford Primary School Board vehicle for travelling outside the standard working hours unless authorised to do so or where it is directly arising from the performance of duties.

2. Logging km each term:

- a. The RTLit is responsible for emailing the Office Manager at the end of each term the current speedometer.

3. Driver's Responsibility:

- a. To ensure that the operating lease conditions are met.
- b. Before driving any Stratford Primary School Board vehicle, it is the driver's responsibility to ensure that the vehicle is in safe working order and all legal requirements are met, i.e. check WOF and Road User Charges are current. The vehicle must not be driven by any person if it is suspected/known to be unsafe.
- c. If there is any damage to the vehicle please report it to the Principal immediately.
- d. Stratford Primary School Board vehicles must only be used for work purposes. A breach of this rule may result in disciplinary action.
- e. All assigned vehicles must be kept in a clean and tidy condition, inside and out, at all times.
- f. It is illegal to smoke in the leased vehicle.
- g. No pets or animals are to be transported in the Stratford Primary School Board vehicle.
- h. Stratford Primary School Board does not cover loss, damage, liability and/or compensation for damage and /or injury caused while the vehicle is being driven by any person under the influence of alcohol or narcotic substances.
- i. Where any loss, damage or injury is caused while the vehicle was being driven, or was in charge of any person under the influence of alcohol or narcotic substances, in any situation where loss, damage or injury occurs by reason of the drivers neglect of, or failure to comply with the terms of this vehicle policy, the total responsibility for that loss, damage, liability and/or compensation for damage and/or injury will rest with the driver responsible.
- j. Any employee convicted of driving a company vehicle under the influence of alcohol or narcotic substance may be subject to disciplinary procedures.

5. Traffic infringements:

- a. Authorised drivers of Stratford Primary School Board vehicles must, at all times, obey the law.

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- b. The employee who is driving the vehicle at the time of any traffic or parking infringement is responsible to pay the traffic fines.

6. Incidents and accidents:

- a. Any incident involving a Stratford Primary School Board Vehicle must be reported to the Stratford Primary School Board as soon as possible after the incident. Incidents include (but are not limited to) accidents, damage, theft and vandalism.
- b. In the event of an accident or damage involving another vehicle, the employee must not accept any liability for the accident or for repairs to the other vehicle(s).
- c. The liable driver must complete the Motor Vehicle Accident / Claim Form and forward it to the delegated person from the Stratford Primary School Board of Trustees. Stratford Primary School Board Insurance policy covers office vehicles. Any approved driver using Stratford Primary School Board vehicles for business purposes are covered by the Insurance policy.
- d. In the event of a claim, the Stratford Primary School Board will be responsible for lodging the claim with Stratford Primary School Board insurers. The delegated person from the Stratford Primary School Board will liaise between the insurers and the Stratford Primary School Board staff member as to who will affect the repairs of the vehicle.
- e. Stratford Primary School Board Motor Vehicle Insurance Policy is subject to an excess of \$500. This means Stratford Primary School Board is responsible for the first \$500 to repair a Stratford Primary School Board vehicle, irrespective of who caused the accident or damage.
- f. Once the claim is finalised, the Stratford Primary School Board pays Stratford Primary School Board insurers/suppliers.
- g. Any employee who drives a Stratford Primary School Board vehicle in an unauthorised manner or who allows an unauthorised person to drive or travel in a Stratford Primary School Board vehicle will face disciplinary action and be held personally responsible for all costs in the event of any damage or loss that occurs.
- h. Vehicles must be locked at all times when parked. Stratford Primary School Board - owned property (including confidential material or attractive items (laptops, cameras etc) must not be left visible, unsecured, in an unattended vehicle.
- i. Employees are responsible (at all times) for personal belongings left in a Stratford Primary School Board vehicle. Stratford Primary School Board insurance does not cover any items Stratford Primary School Board of Trustees does not own.

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7. Vehicle breakdowns:

- a. In the event of any breakdown contact should be made in the first instance with the company the car is leased through. They will advise the best action to be taken.

8. Servicing/repairs:

- a. The vehicle **MUST** be serviced/repaired as directed by Toyota Finance NZ Ltd
- b. Vehicles are to be serviced at the manufacturer's recommended intervals. Toyota Finance NZ Ltd will send reminders when the vehicle is due for a service or WOF/RUC.
- c. Please inform the service agent that the vehicle is a Toyota Finance NZ Ltd managed vehicle.

9. Tyres:

- a. It is the driver's responsibility to check the tyres and they should be checked regularly.
- b. Approval to repair/fit new tyres can be obtained from the company the car is leased through.
- c. If tyre replacement is noticed at the time of service, the garage must arrange for approval from Toyota Finance NZ Ltd.

10. Windscreens:

- a. Windscreen replacement or chip repairs are to be carried out by an authorised service centre.
- b. Approval for the repair or replacement can be obtained from the company the car is leased through.