



# Yendarra Primary School

## PROCEDURAL STATEMENT

## USE OF SCHOOL VAN

### **RATIONALE**

To establish clear guidelines and procedures for staff using the Yendarra School van.

### **PROCEDURES**

The School van is available for use by staff of Yendarra School provided the conditions as outlined below are followed.

The staff member must be over the age of 25 and hold a valid current Full NZ Driver Licence which must be sighted, scanned and filed at the school office. The staff member must fill in a Driver Agreement which needs to be approved by the Principal or Principal's P.A before using the van.

The school vans are not available for non-school related trips except by express permission of the Principal to whom application should be made in writing.

Where 2 or more trips require the van on the same day, and adequate notice (2 weeks) of the booking is given, preference will be given to out of town venues. The final decision will be made by the Principal.

EOTC RAMS must be completed and have the Principal's approval prior to any staff member using the van with passengers. A copy of the approved RAMS must be lodged at the school office.

Logbooks, fuel cards and keys are available from the school office. These are the responsibility of the driver and must be handed in to the school office upon returning the van.

The fuel card may be used for oil and fuel purchases only. The driver must fill in the odometer reading into the log book at each fuel purchase. Receipts must be obtained for each fuel purchase and handed in to the office with the logbook and keys upon returning to school.

All traffic offenses incurred by drivers must be declared and the Principal will make the final decision as to whether the staff member is permitted to drive the vehicle in the future.

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 a copy of the RAMS to include the vehicle's plan, destination, time of departure / arrival strategic stopovers and cost per student.

All drivers must adhere to the rules as outlined in the NZ Road code. Failure to comply may result in the driver having their permission to drive the school van revoked.

Payment for all traffic infringement notices are the responsibility of the driver.

All drivers and passengers must wear seatbelts.

Drivers or other occupants of vans must not be under the influence or in possession of alcohol, drugs or other illegal substances.

Passenger numbers must not exceed the legal limit (1 seatbelt per person).

Any loads that are part of the vehicle must be safely secured.

Users of the school van must appreciate that it is a very visible advertisement for the school and, as such, it should be used in a manner that will not bring embarrassment to the school.

Smoking is not allowed in the school van.

The van must be returned in a clean and tidy condition with all rubbish removed.

Maintenance is overseen by the office staff and must not be carried out without the Principal's approval. Report any problems to the school office and record in the appropriate log book.

The van will be parked and kept at Yendarra School when not in use/after hours.



# Yendarra Primary School

## SCHOOL VAN DRIVER AGREEMENT

### Personal Details

Full Name:

Address:

Contact: Phone: (      )

Mobile: (      )

DOB:

### Drivers Licence

Do you have a Full NZ Driver's Licence?                      YES    NO

Has the school office scanned a copy of your licence?      YES    NO

### Insurance Information

In the last 7 years have you:

Been responsible for any driving accidents? (E.g. Hit a car, reversed into a tree/fence etc.)      YES    NO

Had a vehicle stolen, damaged by fire, vandalised or damaged while parked?                      YES    NO

Had a licence suspended or disqualified?    YES    NO

Had any criminal convictions?    YES    NO

Had any type of insurance policy or claim cancelled, declined, or had special terms imposed?      YES    NO

## Agreement

I certify that:

1. I have no convictions for traffic offences which would prohibit me from driving the school van
2. I will drive in a responsible manner at all times so as to not endanger the lives of myself, those driving with me or others on the road
3. I understand that the school van is only to be used for school business
4. I have fully read, understand and agree to comply with the terms and conditions stated in the Yendarra School USE OF SCHOOL VAN Policy.

## Signatures

Driver:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY

Driver Licence No: \_\_\_\_\_  
\_\_\_\_\_

Scanned copy of licence attached Y / N

Initial:

Approved by:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_