

# ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY



## SCHOOL VEHICLE USAGE

### Rationale:

The Rotorua Intermediate vehicle will be used for providing safe, accessible transport for students, staff and Board of Trustee to school related activities only.

### Guidelines:

1. Only registered drivers with an up to date Drivers Licence, or current employees of Rotorua Intermediate with an up to date Drivers Licence, may drive the school vehicle.
2. The driver of a school vehicle will adhere to all regulations relating to the safe use of the vehicle, including not engaging in the consumption of alcohol at any time when responsible for the van.
3. A log book will be kept in the vehicle. The driver's name, kilometres travelled, purpose of the trip and budget for expenses incurred are to be recorded at the conclusion of each student and professional development excursions.
4. A booking sheet and the vehicle keys will be kept in the Principal's Office. Use of the school van will be at the discretion of the Principal, and in his absence the Deputy Principals.
5. When the vehicle is returned after a trip, it should be **cleaned thoroughly**. This may include the need to hose down and vacuum out. For trips outside the Rotorua City 100km speed zone the van must be refilled with 91 Petrol on its return.
6. A fire extinguisher, first aid kit and cell phone will be carried in the vehicle at all times.
7. No students are to be left unattended in the vehicle at any time.
8. The school van is a road vehicle and will stay on recognised roads.
9. No smoking, or alcohol, is permitted in the vehicle.
10. It is the driver's responsibility for any Traffic Infringements incurred, including parking fines.
11. In the case of an accident causing damage to the school van, the driver will be responsible for the payment of any insurance excess if their negligence is proven to be the cause of the accident.
12. The use of the school van for school related business within the Rotorua City 100 Kilometre speed zone area will be free of charge.
13. The Principal or his/her designee will be responsible for ensuring the LTSA requirements are met, and the safe storage, care and maintenance of the vehicle.

### Student Related Excursions:

1. Any student/ learning related excursions **outside** the Rotorua City 100 Kilometre speed zone will incur a charge against the appropriate budget or pre-paid at the following rate:

*Charge of 10 cents per kilometre plus the school van will be filled with 91 Petrol on its return to school.*

Reviewed: October 2009

Next Review: May 2011

Approved: Board of Trustees Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Related Excursions:**

1. Use of the vehicle for staff trips/excursions, including Professional Development, will incur a charge against the appropriate budget or pre-paid at the following rate:

*Charge of 10 cents per kilometre plus the school van will be filled with 91 Petrol on its return to school.*

**General Hireage:**

There will be no hireage of the school vehicles for private or outside use as this will incur Fringe Benefit Tax.

**Conclusion:**

Fair, safe and equitable use will be made of the school vehicle. The School will have a set of management procedures that will facilitate compliance with legislation and regulations.

**Effectiveness Review:**

*The review process involves gathering information for making judgements about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.*

1. *Identify who will be responsible for leading the review, and those to be involved.*
2. *Decide a timeframe for the review.*
3. *Gather and consider information related to the policy objectives.*
4. *Make judgments about achievement and effectiveness of the objectives.*
5. *Recommend further actions.*
6. *Report.*

# Application to Register as a Driver of Rotorua Intermediate Vehicles

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver Licence Number: \_\_\_\_\_

Licence sighted by: \_\_\_\_\_  
Principal / Designated Person

Relationship to school: (circle appropriate classification)

Staff Member

B.O.T. Member

Parent / Caregiver

Any previous convictions for driving in the last 5 years: Yes / No  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any pending claims? Yes / No  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a medical condition that could affect this application? Yes / No  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I will ensure the vehicle is returned clean and tidy
- I will complete the log book at the end of the journey.
- I will notify the Principal immediately if my licence is suspended or serious driving charges are pending.
- I realise that I am responsible for any fines incurred while I am driving the vehicle, including parking fines.
- I will enforce no smoking, no alcohol, and no food in vehicles.
- I will drive in a safe manner at all times and comply with the road rules.
- I agree that the vehicle will only be used for school business.
- If my medical condition changes I undertake to notify the Principal, or Executive Officer, in writing.

The information I have given is true and correct and I have read the School Vehicle Policy.

Signed: \_\_\_\_\_  
Applicant

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

Reviewed: October 2009

Next Review: May 2011

Approved: Board of Trustees Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_