

KAIKORAI VALLEY COLLEGE



USE OF SCHOOL VANS PROCEDURE

Rationale

The safety of school students whilst travelling to and from school activities is paramount and requires clearly defined rules and procedures to be followed. The following rules are laid out to ensure the safe transportation of students when school vans are being used.

Guidelines

All drivers must comply with the following requirements:

- *Before and after* use the driver is to fill in the running diary. **This is to be done on all occasions.**
- Any drivers used will have their name and details placed on a register held in the school office prior to driving.
- Drivers shall be over 25 years, unless an exemption by senior management has been granted.
- Drivers will hold the appropriate and current FULL drivers licence. A copy of this licence will need to be provided to and held by the school office prior to use of the school van.
- The van may not be used for private use unless approval has been granted by the school's senior management (Executive officer, DP or P).
- Before being issued with keys, any group/activity must inform the office of who the driver will be AND provide a list of ALL those travelling.
- If any changes to those travelling are made prior to departure an updated list of students travelling, including the driver MUST be handed into the office.
- Groups not following this process may be prevented from using the van in the future.
- All drivers will drive according to the roads conditions, speed limits and comply with all road code requirements.
- No driver will drive under the influence of alcohol and/or drugs.
- Drivers shall take the road code recommended rest breaks when driving considerable distances.
- Drivers will not drive when suffering from fatigue.
- Drivers will at no time use a mobile telephone whilst driving.
- The driver is responsible for ensuring that all safety belts provided are used by passengers.
- Drivers will not drive when conditions are dangerous (ice, snow, flooding). Chains are available, a list of instructions for use are in the glove box of each van.
- Vans (except Outdoor Pursuits events) are NOT to be driven 'off road'.
- Issues with booking need to be discussed with the office.
- Any fault or damage MUST be logged and reported to the office within 24hrs.
- All vans MUST be tidy after use. Failure to do this may see that group prevented from using the van in the future.
- Please make sure that you check with the office about the purchase of petrol/diesel if driving long distances. Fuel/oil is purchased using the fuel card supplied.
- On extended trips, check oil and water when you are refuelling.

Date of Confirmation by the Board of Trustees	07 September 2016
Reviewed	17 March 2020
Reviewed	

