

LAKE TAUPO CHRISTIAN SCHOOL

POLICY NUMBER: 36

NAG'S REF:

POLICY TITLE: School Van Operation

Ratified by B.O.T. Date: 20 October 2020

Review Date: 20 October 2023

Signed by Chairman:

PURPOSE:

The School Van is owned and operated by the Lake Taupo Christian School (LTCS), primarily for the purpose of school transport for students and supervising staff to attend school programs off campus within the local area and at certain times further afield for school related purposes.

GUIDELINES / OBJECTIVES:

To ensure the School Van is well maintained and its use meets all the administrative requirements thus enabling continued use and viability for the school.

Storage:

The School van will be stored in the school grounds when not in use during the day. At night it will be stored at the Principal's residence or property approved by the principal.

Maintenance:

Minor maintenance and upkeep of the school van will be the responsibility of those who use the van.

Bookings:

All bookings are to be made through the School Office. Long term/special event bookings should be made well in advance. (Booking Forms available from school office or <https://laketaupochristianschool.sharepoint.com/sites/staff/Lists/LTCS%20Van%20Bookings/calendar.aspx>) (Also refer to Point 6 below)

Trip Recording Sheet:

This is to be left in the van and must be filled in at the start and completion of each trip.

Drivers:

For school activities the driver must be a staff member of the school or must have a direct association/relationship with the group and be at least 26 years of age.

Complete the Driver form. (Available from school office)

Provide an appropriate copy of your licence.

Van Rules

Maximum seating capacity is at no time to be exceeded.

Student permission slips to be presented to driver or teacher in charge before trip commences.

School rules apply at any time while travelling in the school van.

All payments for use of the school van are to be made prior to travel unless other arrangements have been made.

Wearing of seatbelts is compulsory and for children under 8 years of age a booster seat must also be used.

Any speeding fines or traffic infringements incurred while driving the van will be the responsibility of the driver.

To avoid driver fatigue, after two hours of driving the driver must stop and take a twenty (20) minute break before resuming driving. They are advised to leave the van during that break.

The fuel card will be issued to fill the school van up on return, it is not to be used for any other purpose.

General Guidelines for Use

1. The Principal, or Executive Officer must authorise all use of the School Van before use.
2. The van will at all times be used in accordance with any and all road rules that are applicable for this type of vehicle.
3. The driver and/or passengers will use the van for the sole purpose for which it was required. Any evidence that it is being used for other purposes will result in restrictions being placed on the person/s concerned.
4. It the responsibility of the driver to verify that the van has a current WOF, Registration, Road User Charges, and the appropriate Insurance.
5. The driver must show their current full driver's license before any use of the van is approved.
6. All bookings are to made on the booking calendar – please see the school office for this if you don't have access via sharepoint. A copy of Drivers Licence, drivers full name and any other relevant information that may affect their operating the school van must be available at the school office.
7. Where possible the school van will be used in preference to outside transport, (ie. Private car).

8. Costs – The school will fund trips that are related to the school program and for furthering the education for students and staff of the LTCS.

9. Particularly for longer journeys or those at night, due consideration be given that there should be an observer in the vehicle who is awake at all times and observant of the driver and driver fatigue.

Driver Responsibilities Before you start

- ◆ Satisfy the school that you have the appropriate vehicle license.
- ◆ Have permission to use the van from the school.
- ◆ Check the fuel, oil and water, and tyres for visual damage.
- ◆ Check WOF, RUC's, registration is valid and in date.
- ◆ Check the external panels for visual damage and report any damage.
- ◆ Check the internal of the van (ie. Seats for damage) and report any damage.
- ◆ Instruct the passengers regarding appropriate behaviour.
- ◆ Fill in the Trip Recording Sheet if appropriate.

When you finish

- ◆ Refuel the school van on return with issued Mobil card, it is not to be used for any other purpose.
- ◆ Check the external panels for any visual damage and report these.
- ◆ Check the internal of the van, (ie. Seats etc) and report any damage.
- ◆ Ensure the van is cleaned.
- ◆ Check fuel, oil and water, check tyres for visual damage, and report any problems.
- ◆ Sign van back in at the end of trip.

Van Hire:

The van may be available for hire by approved groups within the Christian community.

Hire rate:

The hireage rate is set by the Board of Trustees.

Lake Taupo Christian School

Driver Declaration Form for driving a school vehicle

Name/details of Group:	
Name of Driver:	
Phone number:	
Driver's licence number:	

Van Rules

- I currently hold a good driving record and will transport students/passengers in a safe and legal manner.
- I have checked that the vehicle is licenced and has current road user kms before leaving.
- Should I have an accident where I am at fault, I am liable to pay the insurance excess.
- Maximum seating capacity is at no time to be exceeded.
- School rules apply at any time while travelling in the school van.
- All payments for use of the school van are to be made prior to travel unless other arrangements have been made.
- Wearing of seatbelts is compulsory and for children under 8 years of age a booster seat must also be used.
- Any speeding fines or traffic infringements incurred while driving the van will be the responsibility of the driver.
- To avoid driver fatigue, after two hours of driving the driver must stop and take a twenty (20) minute break before resuming driving. They are advised to leave the van during that break.

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- Satisfy the school that you have the appropriate vehicle license.
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- Check the external panels for visual damage and report any damage.
- Check the internal of the van (ie. Seats for damage) and report any damage.
- Instruct the passengers regarding appropriate behaviour.
- Fill in the Trip Recording Sheet if appropriate.

When you finish

- Refuel the school van on return with issued Mobil card, it is not to be used for any other purpose.
- Check the external panels for any visual damage and report these.
- Check the internal of the van, (ie. Seats etc) and report any damage.
- Ensure the van is cleaned.

- The fuel card will be issued to fill the school van up on return, it is not to be used for any other purpose.
- Check fuel, oil and water, check tyres for visual damage, and report any problems.
- Sign van back in at the end of trip.

General Guidelines for Use

1. The Principal, or Executive Officer must authorise all use of the School Van before use.
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3. The driver and/or passengers will use the van for the sole purpose for which it was required. Any evidence that it is being used for other purposes will result in restrictions being placed on the person/s concerned.
4. It the responsibility of the driver to verify that the van has a current WOF, Registration, and the appropriate Insurance.
5. The driver must show their current full driver’s license before any use of the van is approved.
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9. Costs – The school will fund trips that are related to the school program and for furthering the education for students and staff of the LTCS.
10. Particularly for longer journeys or those at night, due consideration be given that there should be an observer in the vehicle who is awake at all times and observant of the driver and driver fatigue.

Please return this form with a copy of your driver's licence

Signed:	
Date:	