



Equipped with the skills and knowledge  
to confidently navigate life's challenges  
*He haerenga eke noa*

## **School Mini Van Policy**

### **Purpose**

The school mini van is owned by Macraes Incorporated and operated by Strath Taieri School, primarily for the purpose of transporting children to and from school and 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.

### **Objectives of the Policy**

1. Provide guidelines and equitable and safe use of the van.
2. To ensure that staff who drive the school vehicle in the course of their work demonstrate safe, efficient driving skills and other good road safety habits.
3. To maintain the school vehicle in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users.
4. To offer fair and equitable use of the school vehicle to groups and private users in the community.

### **Guidelines**

1. It is the Principal's responsibility to ensure the designated driver holds a valid current licence which must be sighted. They must be over the age of 25, and have five or more years' experience driving in New Zealand. Parents, caregivers, sports coaches or other adults may be given approval to drive school vans by senior management and must adhere to all the same conditions as staff members.
2. The designated driver must fill out the log book at the completion of every journey. They must notify the Principal of any issues such as low diesel.
3. It is the Board's responsibility to ensure the mini van has a current Registration, WOF and RUC.
4. In the unfortunate occurrence of a crash, it is the driver's responsibility to ensure the insurance claim form is completed and handed to the Principal within 24 hours of the accident. Any excess is the responsibility of the school.
5. Whenever the mini van leaves the school, a mobile phone must be carried.
6. All passengers and drivers must wear seatbelts. It is the designated driver's responsibility to ensure children under the age of 7 (or shorter than 148cm) are sitting in a NZTA compliant car seat.
7. Passenger numbers must not exceed the legal limit.

8. Any issues with the van must be reported to the Principal or a board member and recorded in the log book.

### **Private use of school van**

9. The school van is only available for non-school related trips by permission of the principal to whom application should be made via email.
10. The designated driver must hold a valid full driver's licence. Have had five or more years driving experience in NZ and be over the age of 25.
11. The designated driver must book the school van through the Principal via email who will then confirm the booking and enter the booking in a booking document on Google Docs. The designated driver must sign this Min Van Policy and agree to its terms and conditions by way of reply email.
12. A Logbook is kept in the vehicle and keys are available from the office. The log book must be started before the journey commences and completed at the end of the journey.
13. All traffic offences must be declared. Payment for all traffic infringement notices are the responsibility of the driver.
14. Drivers or other occupants of vans must not be under the influence or in possession of any illegal substances.
15. Smoking is not allowed in the school van.
16. Van must be returned clean and with fuel tank full.
17. An invoice will be sent out at the end of the trip. The charge for the van is \$15 per day plus a km price as listed below. All charges are plus GST
  - a. 0-200km @ 86c km
  - b. 200-500km @ 80c km
  - c. 500+ @ 75c km

*The above costs do not apply to groups for which **Strath Taieri School students** are transported for non-school related sporting or cultural commitments. In this case no fee is charged but the designated driver must top up the van's fuel to the level it was prior to the trip. The van must have the log book completed and be left clean and tidy with all rubbish removed.*

18. In the event of damage to the school van when in private use, the user will be required to pay the cost of any excess (as per the insurance policy), and any costs incurred that are not covered by the school's insurance policy.
19. In all other respects, private use of the school van is to be treated the same as school use.
20. A private booking may be superseded by a school booking up until five working days before the booked date.
21. Where a subsequent school booking conflicts with a (prior) private booking the Principal and the private user must both be advised by the school user as soon as possible.
22. When the van is parked, it is the driver's responsibility to ensure that the windows are up, doors are locked, headlights turned off and at the end of the journey keys returned.