

SCHOOL VEHICLES POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

RATIONALE

To ensure that drivers of the school vans have the qualifications and competency to ensure the safety of passengers and that the vans are properly maintained, roadworthy and registered at all times.

AIMS

The school has two fourteen-seater vans for use of transporting students and staff for curricular excursions, sports and other school activities.

- Only drivers who hold the appropriate licence be permitted to drive the vans
- The vans must be maintained to an appropriate standard of safety and cleanliness that reflects well on the school at all times

GUIDELINES

Maintaining safe and roadworthy vans is the responsibility of the school. This policy outlines measures that need to be implemented to ensure the safety of all staff and students. It is the responsibility of the Principal or delegated person to ensure that these guidelines are followed and practised. Leadership, staff, and families each have a role in the effective use of the school vans.

The following guidelines are to be adhered to:

- Provide the opportunity for staff to receive training in obtaining a medium rigid or light rigid licence.
- Ensure that the vans are maintained and serviced as per the requirements of the makes and types of vans.
- Arrange insurance cover for the vans and drivers.

GUIDELINE INDICATORS

General Management of the School Vans

The Principal is responsible for the school vans in conjunction with the school's van drivers prior to any van being driven.

Specific responsibilities:

1. The registration , insurance, maintenance and general upkeep of the vans, including annual bus safety checks for each vehicle.
2. Maintenance of the register of approved drivers for the vans which must include a copy of a current approved licence.
3. Driver reports and subsequent actions required.

Bookings and Keys

1. Bookings of the vans must be made through the school office.
2. Keys will be kept in the school office.
3. The driver must on completion of the journey return the keys to the school office.

A School Staff Driver of the School Vans must:

1. Have approval of the school (through the Principal) to drive the van and be on the register of School Van Drivers and have a current licence to drive the van.
2. In the event of a licence being suspended or cancelled or otherwise endorsed, the school must be advised before the driver accesses the van.
3. Be familiar with The Currajong School Van/Bus policy.
4. Complete a pre-departure check of the van before each journey.
5. Have an approved Risk Assessment for each outing.
6. Complete a transport list of number and names of passengers. Maximum of thirteen passengers per van.
7. Return the van at the agreed time and place. If there is an alteration then the school must be notified.
8. Ensure that the van is locked and the keys returned to the school office.
9. Ensure that the van is parked correctly and in a secure place.
10. Report all breakdowns and all accidents ensuring all participants of any other vehicle or property involved are included in the report. School van/bus incidents must be notified verbally to the Safety Director of Transport Safety Victoria as soon as possible after becoming aware that a bus incident has occurred. A written notification of any bus incident must be provided in a form approved by the Safety Director within 72 hours after the bus incident, unless the Safety Director agrees in writing to an extension of time (section 65, Bus Safety Act; regulation 24, Bus Safety Regulations).
11. Be aware that traffic infringement penalties are the responsibility of the driver.
12. Report any medical problems of the driver or passengers that become known.
13. Complete the log book in the van at the completion of each journey. This must be done for journeys of short distances as well.
14. Not have alcohol or drugs present in his or her blood or breath immediately before, or while driving the vans, and comply with any guidelines regarding

the form and content of alcohol and drug management policies issued by the Safety Director (sections 56-57, Bus Safety Act).

15. Before and after driving check the van for any damage, rubbish from the previous use of the van, markings and scratches both inside and outside the van.
16. Record all damage, markings, scratches and/or seat damage in the maintenance book and also report any damage to the Principal on the same day.
17. At the conclusion of the journey ensure that the fuel gauge indicates minimum of ¼ tank of fuel in the van. The driver is required to fill the tank using the school's Motorpass fuel card, which is in each van's glove box.

Insurance

- The school vans must be insured at all times
- The school vans are insured through RACV insurance

Roadside Assistance

The school vans are registered with the RACV for Roadside Assistance. A tag with the relevant phone number and policy number is attached to each van key ring.

EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.