

John Paul College Policy

VANS/BUSES

RATIONALE

That school vans/buses are available for transportation on school related activities or other authorised purposes.

PURPOSE

To ensure the safe, ordered management of school vans.

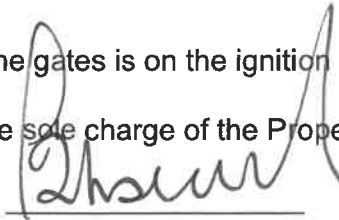
GUIDELINES

1. The Board of Trustees will set the rate per kilometre to cover expenses.
2. The Principal will appoint a staff member to be in charge of the vans/buses.
3. The staff member will ensure that procedures are set out clearly for the safe running, maintenance, booking and garaging of the vans/buses.
4. The EO will put in place procedures for the charging of vans/buses.
5. The staff member will report directly to the EO.
6. Seat belts are to be worn at all times if they are fitted.
7. No private use.
8. It is the drivers responsibility to report any accident to the Executive Officer.
9. Log book to be maintained at all times.
10. Vans to be left clean and tidy after each use and become the responsibility of the department booking the van.
11. Vans are not to be left with less than three quarters of a tank of petrol, the fuel card provided is to be used to refuel the vans.
12. At all times the vans are to be returned behind the Chapel, locked and the gates locked/secured.
13. During school hours the keys are collected from and returned to Main Reception.
14. If school is closed, all keys (in the bag provided) are to be put through the slot in the Chapel door.

15. The key for the gates is on the ignition keyring.

16. The bus is the sole charge of the Property Manager and EO.

Ratified by Board

A handwritten signature in black ink, appearing to be "D. Smith", written over a horizontal line.

Signed for B.O.T Chair

27.08.2018

Date

Next Review

Signed for B.O.T

2021