

John Paul College

Agreement for Use of School Van



Designated Driver (full name) _____

John Paul College has two school vans available for use. Both are Ford Transits, with manual transmissions that take diesel. The maximum number of passengers including the driver is 12 people.

1. The driver is to be 25 years of age or older, and hold a current New Zealand driver's license. Learner drivers, persons under 25 years of age, persons who have not signed this agreement or persons who have not provided a copy of their driver's license are prohibited from driving the school van(s). Driver training is available from Property Manager to ensure adequate knowledge of van(s) operation.
2. The driver must obey all road rules including speed restrictions. Any infringement notices are to be paid for by the driver, within the set payment period.
3. School rules and policies apply on all trips.
4. All passengers, including the driver, must wear seatbelts provided.
5. All bookings are to be made through JPC reception. If the van is not required, it must be canceled through reception, failure to do this will result in a charge to the group who made the booking.
6. The charge out rate is 65 cents per kilometer inclusive of fuel.
7. The odometer readings are to be taken when leaving the College and when returning. These are to be recorded in the vehicle logbook provided, along with the date of the trip, where the trip is to, which department the trip is to be charged to and the driver's name.
8. Faculties and groups will be charged monthly.
9. A copy of your drivers' license must be provided to Reception, attached with a signed copy of this agreement.
10. Every accident or incident requires a written report from the driver, to be given to the Executive Officer within 24 hours of the accident/incident. If there is an excess to pay for any insurance claim, the driver will be responsible for paying this.
11. If there are any lights showing something isn't working, i.e. oil, water, airbags, etc **DO NOT** take the vehicle out and contact the Property Manager or Reception straight away.
12. **Ensure that the van is returned with a full tank of fuel.** Please use the fuel card provided in the van for this purpose. Note: **the vans use Diesel fuel** and the fuel card can be used at all service stations.
The Vans are to be returned behind the Chapel, locked and gates locked/secured (if after hours). The gate key is on the ignition key ring (do not remove gate key from key ring). The van keys, fuel card, fuel docket and vehicle logbook are to be returned in the bag provided to Reception (if returning before 4pm), or into the slot in the School Chapel door if returning after hours (4 pm). Keys are not to be taken home by the driver.
13. Please return the van in a clean condition inside and out – cleaning products are provided in each van. **All rubbish is to be removed.** A charge of \$50 will be made to the faculty or group if the van is left unclean.
14. The school vans are not permitted to be used for personal use.
15. Failure to comply with the above conditions will result in forfeiture of future use.

I agree to abide by the above conditions regarding use of the school vehicles.

Signed: _____ Date: _____

Drivers License Number: _____ Expiry Date: _____

Copy of full license required to be sited (signed by office staff _____)
Copy of this Contract to be given to license holder.