



Rotorua Seventh-day
Adventist™ School
Te Kura o Te Rā Whitu ki Rotorua

Building for Eternity

POLICY STATEMENT

SCHOOL VAN POLICY

The Lord will keep your going out and your coming in from this time forth and forevermore. Psalms 121:8

Purposes:

- The School Van is owned and operated by the Rotorua Seventh-Day Adventist School primarily for the purpose of school transport for:
 - students and supervising staff to attend school programs
 - students to and from school where needed.

Guidelines:

To ensure the School Van is well maintained and its use meets all administrative requirements.

Storage:

The school van will be stored across the road from the school at the Board Chair's residence or as approved by the Principal.

Maintenance:

Minor maintenance and upkeep of the school van will be the responsibility of administration.

Bookings:

All bookings are to be made through the School Office.

School programmes and outings take first priority on use of the school van.

Drivers:

- Must have a direction association/relationship with the school or church
- Be at least 26 years of age.
- Be prepared to complete the Driver form. (Available from the school office)
- Provide an appropriate copy of your licence.

Hireage Rate:

The hireage rate is \$20 per day to be paid in advance.

Bond on discretion. Mileage is additional

The Rotorua Seventh-Day Adventist Church and Maranatha SDA Fellowship receive free hireage fees due to their financial support towards the school.

Log book:

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

Additional Rules:

- Maximum seating capacity of 12 seats is at no time to be exceeded.
- School rules apply at any time while travelling in the 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.
- According to NZ child restraint regulations all students must use an approved booster seat or restraint.
- All children requiring a booster a seat must be seated in the back of the vehicle.
- It is recommended that children need to be in booster seats until they are 148cm tall.
- Only the driver or an adult must close the van door.
- Any speeding fines or traffic infringements and insurance claim excess incurred while driving the van will be the responsibility of the driver.

General Guidelines for Use:

1. The Principal, Secretary or a person approved by the school 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 is the responsibility of the driver to verify that the van has a current WOF, registration and appropriate insurance.
5. All bookings are made in the google calendar booking sheet in the office – please see the school secretary. This will include full names of driver, copy of Drivers Licence and any other relevant information that affect their operating the School Van.
6. Where possible the School Van will be used in preference to outside transport (ie Private cars).

Driver Responsibilities:

Before you start-

- Satisfy the school that you have the appropriate vehicle licence.
- Have permission to use the van from the school.
- Check the fuel tank is full.
- Check the oil, water, and tyres for visual damage.
- Check the external panels for visual damage and report any damage.
- Check the internal of the van (i.e seats for damage) and report any damage.
- Instruct the passengers regarding appropriate behaviour.
- Fill in the drivers log book at the office.

When you finish-

- Check the external panels for any visual damage and report these.
- Check the internal of the van (i.e seats, etc) and report any damage.
- Ensure the van is cleaned.
- Ensure the fuel tank is full.
- Checks to be completed together OR weekly checks to be completed by school van driver.
- Sign van back in at the end of the trip.

Comprehensive Insurance

The Rotorua Seventh-Day Adventist School will have a comprehensive insurance plan for the school van. In the event of an accident whilst the school van is being used for school purposes by a Principal approved driver and within reasonable accidental purposes the school will pay the excess for the insurance claim.

FORMULATED BY: Rotorua Seventh-Day Adventist School Board of Trustees

APPROVED Board Chair, Maraea Van Gent

BOT REVIEWED: 19 June 2019
5 February 2019
27 September 2017
10 August 2014