

POLICY: SCHOOL VEHICLE SAFETY GUIDELINES

RATIONALE:

The Board of Trustees is committed to providing for the safety of students and staff.

PURPOSE:

- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

GUIDELINES:

The code of conduct for Rotorua Lakes High School states that: “While driving company vehicles or own vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits”.

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- School vehicles must be used for school purposes only
- The Executive Officer is responsible for the effective administration of school vehicles including bookings and charging
- A well-resourced First Aid kit is to be kept in all school vehicles
- Drinking or being under the influence of drugs while driving
- Driving while disqualified or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after a crash
- Acquiring demerit points leading to suspension of licence
- Any actions that warrant the suspension of a licence

RESPONSIBILITIES AS AN EMPLOYEE

Every driver of a company vehicle will:

1. Ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle
2. Immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
3. Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
4. Display the highest level of professional conduct when driving a company vehicle
5. All drivers of school vehicles must hold a current full drivers licence. Drivers must be over 22 years of age and have at least five years driving experience under a full motor car licence.
6. Drivers must not suffer from any chronic or recurrent medical condition including sight and hearing that would affect the ability to drive a school vehicle.
7. A log sheet must be taken when booking vans and returned at the completion of the trip.
8. It is the responsibility of the driver to ensure that the vehicle is left in a clean condition.
9. No food or drink is to be consumed in a school vehicle.

10. If the vehicle is damaged the person driving is required to provide a full written report to the Executive Officer.
11. The driver of a school vehicle must not drive for a continuous period of more than five hours. Driving should not exceed 11 hours in a 24 hour period.
12. Vehicles owned by RTL cluster 20 are purely for business use. No private use is authorised.

RESPONSIBILITIES AS AN EMPLOYER

- The employer will take all steps to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.
- servicing the vehicles according to manufacturers’ recommendations
- keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
- following the maintenance schedules in the vehicles’ manuals
- setting up a procedure to identify and rectify faults as soon as practicable
- The person/position responsible for ensuring this is followed is the Executive Officer.

WHAT EMPLOYEES ARE TO DO IF THERE IS A CRASH IN A COMPANY VEHICLE

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- Details of the other vehicle(s) and registration number(s)
- Name(s) and address(es) of the other vehicle owner(s) and driver(s)
- Name(s) and address(es) of any witness(es)
- Name(s) of insurer(s).

Give the following information:

- Your name and address and company details.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police:

- If there are injuries
- If there is a disagreement over the cause of the crash
- If you damage property other than your own
- If damage to the vehicle looks to be worth more than \$2500
- If there is an injury or major damage, report the crash to your manager as soon as you can.

REVIEW: These guidelines will be reviewed according to the BOT’s triennial programme of self-review.

DATE REVIEWED: JULY 2013