

## 4.10

### Vehicle Use

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#### Outcome Statement

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 good road safety habits at all times.

To ensure school vehicles are in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users – this also applies to personal vehicles used for college purposes.

#### Guidelines

Any vehicle used for college purposes is:

- roadworthy, warranted and has a current registration;
- adequately and appropriately insured;
- loaded and used only within its specified capability. For example, if a vehicle is badly loaded a driver's vision could be impaired or they could be hurt by cargo.

Responsibilities of the employer for school vehicles:

- will take all steps to ensure school 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
- following the maintenance schedules of the vehicles' manuals and keeping them in the glove box of the vehicle, which are completed each time the vehicles are serviced
- a driver's checklist available in each vehicle
- a procedure in place to identify and rectify faults as soon as practicable
- the person/position responsible for ensuring this is followed is the Property Manager

Drivers operating a vehicle must:

- have a full driver's licence class
- be over 25 years of age
- can drive effectively at the time, for example, they're not fatigued or affected by alcohol or drugs
- comply with driving hours restrictions for heavy vehicles
- comply with the conditions of their driving licence, for example, wearing glasses
- complete logbooks accurately and fully

- comply with vehicle loading and other safety requirements
- have enough time and physically capable of doing the task safely

#### Responsibilities of the driver:

- to thoroughly read the 'Driver's Manual' located in the vehicle, that covers all responsibilities of the driver
- 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
- immediately notify the SLT if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- be responsible and accountable for their actions displaying professional conduct when operating a school vehicle or driving for the purposes of work
- 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
- complete the log sheet when booking vans and returned at the completion of the trip.
- ensure that the vehicle is left in a clean condition
- report any faults immediately as possible to the Property Manager
- if the vehicle is damaged, the person driving is required to provide a full written report to the Property Manager [cc Principal]
- the driver of a school vehicle must not drive for a continuous period of more than five hours without taking a 30 minute. Driving should not exceed 11 hours in a 24 hour period.

#### What drivers are to do if there is a crash in a school vehicle or transporting Ruapehu College students in a private 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 college 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 the TIC or SLT

as soon as you can

The use of private vehicles for school use:

- used if a school vehicle is not available
- used if carpooling is not possible
- must abide by the above guidelines
- reimbursement is at 62 cents per km [includes fuel] as per PPTA

The use of a school vehicle for private use:

- the driver must have a connection to the college. e.g. a staff member, a caregiver of a student or a coach/manager of a school team
- must abide by the above guidelines and responsibilities
- a suggested donation of 50 cents per km plus fuel
- the vehicle must be returned full with fuel
- must be approved by the Principal.

### **Supporting Documentation**

<https://www.acc.co.nz/assets/injury-prevention/e8610a2ff5/acc4282-your-safe-driving-policy.pdf>

Ruapehu College Driver Checklist.

### **Review**

This policy will be reviewed in accordance with the Board's regular policy review process.

### **Ratified by Ruapehu College Board of Trustees**

Chairperson: Elijah Pue



Signed: \_\_\_\_\_ Date: 25 March 2021

Date for policy review: March, 2024