
Macleans College - POLICIES & DIRECTIVES

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POLICY NO: 1132

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TITLE: **SAFE SCHOOL POLICIES**

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MOTOR VEHICLE SAFETY POLICY:

The Motor Vehicle Safety Policy is intended to ensure staff and public safety. It is expected that everyone will follow the guidelines expressed in this policy at all times.

Vehicle Specifications

All new vehicles purchased or leased by the college will be fitted with a fire extinguisher and a first aid kit.

Guidance for Drivers

When driving a vehicle on College business, drivers and passengers are expected to:

- Concentrate on driving the vehicle at all times.
- Do not drive if tired or ill or after taking performance impairing drugs, such as medicines and alcohol. Driving while under the influence of alcohol or illegal substances renders the college motor vehicle insurance policy void and will be regarded as serious misconduct.
- Ensure all loose equipment is either carried in the boot of the vehicle or placed on the floor and secured to avoid danger to the driver and passengers if there is an accident.
- Ensure you hold a full current driving licence for the class of vehicle you are about to drive.
- Check the vehicle you are about to drive for road worthiness and a current warrant of fitness, before starting the journey.
- Ensure that passengers wear seat belts at all times.
- Ensure that the vehicle is not overloaded.
- Follow the Road Code and drive safely at all times.

Maintenance (new)

The Caretaker and/or Assistant Caretaker is responsible for ensuring that all school vehicles maintain current warrants of fitness, registration and regular oil checks and washing.

A certified mechanic carries out an annual service on school vehicles.

The Assistant Caretaker checks and refills fuel each week.

It is the responsibility of any staff member who drives any school vehicle to advise the Property Manager of any maintenance issues. Vans should also be returned in a clean and tidy condition.

Rubbish bags are provided for this purpose.

It is school policy that all teachers and/or parents who drive students in school vehicles must complete a driver declaration (available under all programmes>communication>forms>EOTC) and supply a copy of their driving licence. A record of all declarations will be kept by the receptionist and is available to view in the EOTC folder as above. The keys to the school vehicles will not be given to anyone who has not completed this.

Vehicle Accidents

Only drivers holding full licences should be driving school vehicles.

If you are involved in any accident:

- you must not admit liability as this invalidates any insurance claim
- you can give the other party the details of the vehicle and driver only
- you must complete a claim form, available from the Salaries Administrator, giving full and honest details.

Please note the following additional excesses for under-age/inexperienced drivers:

- Standard Excess Cars, trucks and buses \$500
- Standard Excess – Trailers, Tractors and Mowers \$250
- Under 21 years \$1,000.00
- Under 25 years \$500.00
- Inexperienced drivers (drivers regardless of age, who have not held a NZ Driver's Licence for the period specified in the Policy prior to a loss) there is an additional \$400 excess

The Associate Principal is to review the causes of all motor vehicle accidents involving their staff and vehicles to find out the causes and decide whether preventative measures are necessary. An *"Injury and Incident"* form is to be completed by the staff member involved with the assistance of his/her manager, if necessary. Once completed, copies must go to the Associate Principal and Salaries Administrator for insurance purposes, with a copy held on file with the Health and Safety Co-ordinator.