



# Merino Consolidated School

## SCHOOL VEHICLES POLICY

***Merino Consolidated School considers the safety of children as being of paramount importance. Merino Consolidated School has zero tolerance of child abuse.***

### **Rationale:**

All Merino Consolidated School vehicles are an essential and valuable curriculum and professional learning resource that must be well maintained, well managed, and used in accordance with school and DET expectations.

### **Aims:**

At all times Merino Consolidated School will adhere to the DET guidelines for managing school vehicles. This policy should be implemented in alignment with:

1. DET Motor Vehicle Guidelines for Schools:  
<https://www.education.vic.gov.au/Documents/school/principals/finance/guidevehicle.pdf>
2. DET School Owned and Hired Vehicles Policy:  
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/vehicles.aspx>
3. DET Purchasing Policy:  
<https://www.education.vic.gov.au/school/principals/spag/finance/pages/purchasing.aspx>
4. DET Motor Vehicle Insurance Policy:  
<https://www.education.vic.gov.au/school/principals/spag/finance/pages/vehicle.aspx>
5. DET PROTECT Guidelines;  
<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1>
6. VRQA Child Safe Standards;  
<http://www.vrqa.vic.gov.au/childsafe/Pages/default.html>
7. Any other current or future policy related to the management and use of school vehicles.

Merino Consolidated School staff will:

1. Comply with DET requirements in the purchasing and maintenance of school council owned vehicles;
2. Ensure that the school council-owned vehicles are used and stored safely, appropriately and effectively;
3. Ensure that the school council-owned vehicles are used in accordance with DET and this policy.

## **Implementation:**

1. Under no circumstances is the vehicle to be used:
  - a. for private transport purposes exclusively by any person
  - b. to transport students in lieu of school bus services
  - c. for purposes which are not suitable for the type and class of motor vehicle
  - d. when in an unsafe condition
  - e. when the number of passengers exceeds the legal limit; or
  - f. if any passengers do not have access to a seat belt
  - g. by drivers under the influence of alcohol or illicit drugs.
  
2. The vehicles must be:
  - a. available for use by all staff according to need
  - b. driven only by Department or School Council employees (unless a parent volunteer is asked to accompany a class on a school excursion to assist in sharing the driving duties)
  - c. used only for, or in connection with the business of the school
  - d. driven only by drivers with an appropriate and current driver's licence
  - e. when unattended, secured at all times and garaged in a secure area (preferably at the school)
  - f. maintained regularly to manufacturers recommendations by a recognised service centre.
  
3. School vehicles are not to be used for private travel including commuting travel between home and work unless in an extreme emergency.
  
4. School vehicles are to be maintained and garaged permanently at the school premises. Should the vehicle be required to be garaged at an alternative location on official school business, this should be agreed to by the principal.
  
5. The School Council, Principal or Principal's delegate will be responsible in determining whether the proposed use of the vehicle constitutes official school business.
  
6. Bookings to use the vehicles should be made directly through the School Principal
  
7. The details of each journey will be recorded in a log book located in the vehicle. Details to include date, time, destination, purpose of travel, start/finish odometer readings and kilometres travelled.

8. Any defect in the vehicles are to be recorded in the Defect Report Book which is located in the vehicle and a copy handed to the School Vehicles Co-ordinator (Office Staff).
9. The school will pay costs associated with any damage sustained in an accident, including any insurance excess.
10. The vehicle will be covered by comprehensive insurance with indemnity to the Crown at all times.
11. Any person driving the vehicle must ensure they are licensed to drive the vehicle and adhere to all Road Laws applicable to that state. The driver will be responsible for the payment of any traffic, speeding or parking infringements incurred during their period of use.

### **Vehicle Use - Priorities**

12. School vehicles are available for use in school programs, professional development travel and school business. On occasions where there is more than one request for use of the vehicle, the principal shall prioritise each request.
13. School vehicles can be used for the purpose of designated official school business when Merino Consolidated School staff would otherwise incur the cost of that travel.
14. At the end of any travel the driver must fill the vehicle using the school fuel card and ensure that the fuel gauge indicates that the fuel tank is full.
15. RACV Roadside Assistance is available as required for school vehicles.

### **Evaluation:**

- This policy will be reviewed at the completion of each three year cycle.

**This policy was last ratified by School Council in....**

**September 2021**