

SCHOOL MINI VAN POLICY

OBJECTIVES

- To be able to place pupils in the most appropriate learning environment with minimum number of transport restraints.
- To enrich the curriculum by including enjoyable learning experiences outside the school relevant to the differing needs of our pupils.
- To provide further opportunity for the Community to participate in the education of our students.

GUIDELINES

1. The Principal shall be responsible for ensuring that the Mini Van:
 - Has a current warrant of fitness.
 - Is regularly serviced and maintained in good running condition.
 - Is garaged or provided with a safe parking space overnight and for weekend parking.
 - Is washed regularly and polished as necessary to maintain its original appearance.
 - Has a log record of vehicle movement.
2. The Principal shall ensure that the Mini Van is available for policy purposes at all times.
3. The Principal shall ensure that she/he or anyone he/she permits to operate the mini van has a current drivers licence for that class of vehicle. The driver shall not use the mini van in an unsafe manner.
4. The Principal shall allow only Otumoetai Intermediate School teachers or persons on school business to operate the mini bus unless he/she obtains the prior consent of the Board of Trustees.
5. The Principal shall not operate nor permit any person to operate the mini van under the influence of alcohol or drugs. Should this occur and an accident result where the school's insurance cover is required, the school reserves the right to claim all of the repair or restoration to the mini bus or any other vehicle(s) or property from the offending operator or user.
6. Should the mini van be involved in an accident, it shall be the driver's responsibility to ensure an insurance claim form is completed and handed into the Principal before 12.00pm on the next working day for filing with the insurer.
7. There is to be no smoking in the mini van.
8. When taking the mini van and using parent's cars, the mini van must be filled with students first.
9. Whenever the mini van leaves the school site, a mobile phone is to be taken.
10. The charge for the mini van shall be \$1.50 per child within the city boundary.
11. The charge for the mini van beyond the town boundary will be 50 cents per kilometer. This will be apportioned amongst the passengers travelling in the mini van.
12. A form of Use of School mini van must be completed prior to use of the mini van.
13. The driver of the van is responsible for any fines or infringements incurred during their use of the van.

CONCLUSION

The mini van will enable teachers to create more opportunities to extend the students educational experiences beyond the classroom.