



MOTOR VEHICLE POLICY

Rationale:

Spotswood College BOT recognises that various types of motor vehicles are made available to students, staff and parents to enable them to undertake and participate in aspects of the school's operation and programmes (including managed Ministry of Education programmes).

Policy Statement:

Transportation – to provide vehicles that allow the transportation of students to participate in school organised activities/programmes at affordable prices (e.g. vans, buses, cars etc).

Operational – to provide vehicles/equipment suitable for specific tasks associated with the maintenance and operation of the school and its programmes (e.g. tractors, mowers, trucks, cars etc).

Guidelines:

Use of Motor Vehicles

A set of procedures shall be prepared by the senior leadership team including taking into account the following:

- Health and safety procedures inclusive of current WOF, registration and compliance with LTNZ safety requirements
- Market value insurances to be maintained at all times
- All vehicles to be maintained to near original warrantable standard and serviced regularly
- Equitable use by all groups through an approved booking system
- Rental costs of school-owned motor vehicles to be set at regular intervals by the Executive Officer and Principal
- Rental costs to include provision for an amount to be set aside for future replacement
- All drivers to be named, hold a current full licence a copy of which must be retained on file for health and safety and insurance requirements and be approved by the Principal
- Students are not permitted to drive other students to school activities/events during school hours. Students may drive themselves with permission of their caregivers to school-approved activities/events.

Conclusion:

Motor vehicles are an integral component for the transportation and operational activities of the school. Through a well managed system, all students will have the opportunity to participate in school and extra curricular activities.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 21 March, 2016

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: March 2019