MANAGEMENT

SCHOOL VEHICLES

GENERAL
Concord School has a fleet of School Council owned buses which are used by each of the five sections to enhance the delivery of programs to our students. The use of school buses enables staff to organise excursions, camps and activities outside of the school without adding additional costs to parent/carers.

RATIONALE
School owned or leased vehicles such as cars and buses are essential and valuable curriculum resources that must be well maintained, well managed, and used in accordance with school and DEECD expectations.

BROAD GUIDELINES
To ensure that school council owned and leased vehicles are used and stored safely, appropriately and effectively.

IMPLEMENTATION

- Concord School Council-owned and leased buses are managed by the school principal.
- Each section will be provided with a mini bus to use to access activities, excursions and camps outside of the school grounds.
- Each section will nominate a staff member to oversee the management of the bus including bookings and maintenance.
- Staff can borrow buses from other sections if it is not in use.
- Bus bookings and availability will be indicated on sharepoint.
- Precedence for use of buses will be given to school camps.
- All costs associated with vehicles are accounted for as part of Concord School’s annual budget.
- All school vehicles will be maintained and serviced in accordance with lease agreements and/or manufacturer’s instructions and DEECD requirements.
- All vehicles will be garaged at the school in lockable facilities, and will be fully and comprehensively insured as per DEECD requirements.
- School owned or leased vehicles can only be used for school related purposes as determined by the principal.
- Only fully licensed staff members, School Council members or other individuals approved by the principal can drive school vehicles.
- Approved persons driving school buses must hold an appropriate bus licence.
- Persons driving school buses must have a zero alcohol and drug blood reading immediately before and whilst driving the bus.
- A comprehensive logbook will be maintained, detailing all use of each vehicle.
- Logbooks will be presented to the Principal on a regular basis.
- Keys for vehicles and lockable garage will be stored in a locked cabinet.
- Petrol cards for each vehicle will be stored in the school safe.
- Any person who uses the vehicle inappropriately, may lose the privilege of using school vehicles.
- All traffic or speeding infringements forwarded to the school will be directed to the offending driver.

REFERENCES:
- DEECD School Policy and Advisory Guide
- DEECD Procedural Guidelines School Contract Bus Services
- Bus Safety Act 2009 (BSA)
- Occupational Health and Safety Act 2004 (OHS Act)

EVALUATION
This policy will be reviewed as part of the school’s three-year review cycle.