



## School Van: Procedures on Use

### **Goal**

To ensure van is used purposefully and safely for the benefit of all students at Lawrence Area School.

### **Guidelines**

1. Normal LEOTC requirements are necessary for outings in the school van.
2. The van must have current WOF, registration and appropriate insurance (“mileage” if diesel).
3. The driver of the van must hold a full license, be 25 years or older and must meet the general requirements of a safe and ready driver.
4. The driver must attend in the first instance to all safety and road rules.
5. The driver must fill in the log book.
6. Passengers are under the care and control of the driver.
7. Passengers are to abide by the following rules:
  - They must wear a safety belt at all times.
  - Under 7 year olds must be in an appropriate safety restraint.
  - They are not to disturb the driver or upset other passengers – no excessive noise, movement, tomfoolery (nonsense).
  - No smoking.
  - If food and drink are consumed, rubbish must be removed.
8. Students travelling in the van will pay the following costs to help meet the costs of operating the van:

Within South Otago, Tapanui and Roxburgh	\$5.00
Dunedin	\$10.00
Other eg LEOTC experiences/Tournament by agreement	

(It is suggested that children contribute similar amounts when travelling with parents providing transport, to be accepted at the discretion of said parent).
9. The van is to be returned in a clean and tidy state to the bus shed and locked after use.
10. The BOT reserves the right to approve/decline use by private parties. Private parties will meet running cost (a donation of \$50 per day and fuel).

**Draft created: 10/04/2012 – Nag 5**

**Reviewed: Term 2 2021**

**Ratified: 27/05/2021**

**Next Review: Term 2 2024**