



Together we inspire

Together we learn

Together we achieve



USE OF YEOVAL CENTRAL SCHOOL VEHICLES PROCEDURE

Rationale

Yeoval Central School has a school bus, ute and trailer to assist in the transportation of students and goods for educational purposes. This procedure will support staff and community members in the use of all YCS vehicles.

Driver Responsibilities

The driver of a Yeoval Central School/Department of Education vehicle is responsible for the following:

1. All drivers must have a current valid NSW Driver's licence. Learner drivers are not permitted to drive the school vehicles.
2. Each driver must provide a Driver Registration Form (attached) along with their valid NSW Driver's licence to the Business Manager. It is the drivers responsibility to update this upon renewal of their licence.
3. The driver must drive the bus in a safe manner, in accordance with all road rules. Any infringements, fines, loss of points will be the responsibility of the driver at the time of the infringement.
4. Drivers and passengers must wear seatbelts at all times.
5. Drivers must not be under the influence of alcohol, illegal drugs or prescription drugs that may impair their ability to drive.
6. The driver must adhere to the recommended 15 minute break after 2 hours of driving.
7. The vehicle log sheet must be completed by the driver for each trip or upon changing drivers on a longer trip. It is kept in the bus glove box.
8. In the case of an emergency please contact the Principal or delegate as soon as practical. The Principal, or delegate, is to advise the passenger's emergency contacts of the emergency.
9. The accident report form (attached and copy behind the vehicle log sheet) is to be completed and returned to the BM following an accident.
10. All damage must be reported to Principal or Business Manager immediately.
11. All care must be taken to keep the bus clean and tidy. Food and drink should not be consumed in a school vehicle. Smoking is not permitted in a school vehicle.
12. The vehicles must be parked in school grounds or a safe place and kept secured at all times.
13. Upon return the vehicle must be refuelled and cleaned ensuring no rubbish is left in the vehicle.

Business Manager supports the use of school vehicles by:

1. Maintaining the booking sheet for the school vehicles.
2. Issuing vehicle keys to drivers.
3. Oversees maintenance and registration of school vehicles.

Policy created by: Angela Bruce in October 2020

Endorsed by: Executive Team, P&C, SRC

To be reviewed: October 2023

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Accident report form

Details of Driver:

Name: _____ Licence No: _____

Address: _____

Phone Number: _____

Details of Accident:

Location: _____ Time: _____ Date: _____

Street Name: _____ Nearest Cross Street: _____

Direction of travel: _____

Other Driver Details:

Name: _____ Driver's Licence No: _____

Address: _____

Phone No: _____

Other Vehicle Details:

Registration No: _____

Owners Name: _____

Insurance Company: _____



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Damage to other Vehicle: _____

Tow Truck Company: _____

Witnesses:

Name: _____

Address: _____

Phone No: _____

Injuries:

Please detail any injuries including full names of those injured



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Draw a sketch or take photos of the damage and the scene

****Please attach a full list of passengers on the vehicle at the time of the accident***

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Driver Registration Form

Name:	
Private Address:	
Phone:	Mobile Phone:
Do you hold a current NSW Driver's Licence	YES / NO
Licence Number:	Expiry Date:
Have you been involved in any motor vehicle accident in the last 5 years:	YES / NO
Details:	
Have you received an infringement/lost demerit points in the last 2 years:	YES / NO
Details:	
Has your licence ever been cancelled or suspended:	YES / NO
Details:	
<i>I have read the "Yeoval Central School Vehicles Procedure".</i>	
Name:	
Signature:	
Date:	
Please attach a photocopy of your current NSW Driver's Licence and provide to the Business Manager, Yeoval Central School	
Approved by Yeoval Central School Principal:	
Date:	