

Purpose

To provide clear guidelines in regard to *Mildura Senior College and Mildura English Language Centre's (College)* owned and leased vehicles, ensuring that they are used and stored safely, appropriately and effectively.

Scope

College 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 College and DET expectations. The use of College buses enables staff to organise excursions, camps and activities outside of the school without adding additional costs to parent/carers.

Policy

Eligible Drivers

- The Principal or delegate must ensure that College vehicle drivers hold a correct and current driver's license, and if appropriate a driver's certificate. A copy of the driver's license will be kept on their staff personnel file.
- If a driver has a condition on their licence (e.g. Prescription glasses to be worn, Automatic licence only etc.), they must adhere to this condition while driving the College vehicle.
- Only fully licenced staff members, or other individuals approved by the Principal can drive College vehicles. The College fleet comprises of four vehicles.
- Students must NOT drive College vehicles under any circumstances.
- Drivers taking the Ford Transit Bus for the first time are expected to seek instructions from an Assistant Principal or Business Manager prior to the time of the booking.
- It is the responsibility of every fully licenced driver to ensure they:
 - Have no drugs or alcohol present in their blood or breath immediately before, or while driving a College vehicle;
 - Are not impaired by drugs or medication/s immediately before, or while driving a College vehicle.
- Staff will be encouraged to complete the DET online learning module 'Safe Work Related Driving'.

Bookings

- Staff can request to use a College vehicle through the Compass Resource Booking system. The Business Manager &/or Assistant Principal approves or rejects the booking and notifies the person making the booking of any rejection and reasoning. Vehicle availability will be indicated on Compass.
- It is expected that the driver observes the road laws diligently and that you show courtesy to other road users, pedestrians and other members of the general public at all times.
- Drivers will be responsible for any traffic infringements incurred whilst driving the College vehicles.
- Keys and petrol cards for vehicles are stored in a locked cabinet at the front office of the College.
- Do not collect keys earlier than you need in case someone has booked the vehicle before you. Return the keys and petrol card immediately after you have returned the vehicle.
- The Toyota Hi-Ace (12 seater) bus is only to be used on sealed roads and used for local trips within 25km radius of the College.
- If you no longer need a vehicle you have booked, you must cancel your booking ASAP on Compass.

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Maintenance

- The College will:
 - Maintain roadworthy vehicles and ensure repairs are completed by as soon as possible by a qualified mechanic.
 - Insure vehicles they own, and have them annually inspected by a licensed bus tester.
 - Meet all costs of purchase and maintenance of all vehicles.
- Staff will:
 - Inspect vehicles before *and* after driving. Report any issues so that repairs can be organised as soon as possible. It is staff responsibility to assist with this by reporting damage to the Business Manager as soon as practical.
 - Document all damage or incidents (minor and major) both with clear photos and detailed written notes.
 - Report damages to the Business Manager WITHIN 24 HOURS. The Business Manager will then determine if the damage is significant enough to require making an insurance claim.

Incidents / Accidents

- Staff must report any incidents/accidents while driving a College vehicle to the Business Manager, and complete an incident report form on Compass. Depending on the severity of the incident/accident the Business Manager must then report the incident to the Transport Safety Victoria.
- Do not admit liability even if you think the accident was your fault.
- Attend to all personal injuries and seek further medical assistance if needed. All College vehicles are fitted with a first aid kit. Ring emergency services ph 000 if required.
- Fines are NOT paid or reimbursed by the College. All infringements are the responsibility of the driver.

Vehicle Log Books

- Log Books MUST BE COMPLETED AT THE CONCLUSION OF EACH JOURNEY. Vehicle use will be charged at 60 cents per kilometre to the relevant faculty. These charges will be made using the vehicle log book.
- Note: All kilometres travelled in College vehicles are charged to the driver's faculty or to the relevant program.
- College vehicles can only be used for school related purposes as determined by the Principal, e.g. Excursions, camps and other activities.
- The cost of using a College vehicle includes fuel costs. Use Shell or CALTEX card provided. **Ensure you know what fuel the vehicle uses** (Unleaded or Diesel). This is written on the fuel cap, and also on the logbook.
 - Toyota Hi-Ace Bus and the Mitsubishi Utility use UNLEADED FUEL;
 - Ford Bus and Colorado Utility use DIESEL.
- Vehicles are to be returned filled following an overnight excursions.
- If travelling to remote areas, plan your trip accordingly.

Vehicle Cleaning

- The vehicles will be cleaned regularly by a contract cleaner.
- It is the responsibility of all drivers to ensure the vehicles are kept clean while in use and at the end of the booking.

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On-Campus Parking

- All College vehicles will be garaged at the school in the lockable compound, and will be fully and comprehensively insured as per DET requirements. This includes during school holidays.
- All College vehicles must be on site and available during 'normal' school operational hours.
- Staff are responsible for parking the vehicle upon return of their booking. If they will be absent from the College then they will need to make arrangements for parking the vehicle with another staff member, e.g. facility member.
- Each College vehicle has an allocated parking spot within the lockable compound.

Off-Campus Parking

- Vehicles may only be parked off-campus during camps and excursion or on weekends with written permission from the Business Manager IN ADVANCE and only if there is off-the-street parking available e.g. home driveway or garage.
- During camps and excursion, vehicles may be parked at field sites, accommodation sites, and other sites relevant to the camps and excursion (e.g. rest stop, lunch venue, etc.) without requiring approval.
- Off-campus parking requests sent outside of business hours, or without adequate justification, will not be approved.

Commute or Take Home

- Commute or Take Home use may be approved by the Principal or delegate when one or more of the following conditions exist:
 - Staff member is on 24 hour "On-Call." Where the nature of a potential emergency is such that an increase in response time.
 - The role held by the person may require a significant amount of transport to and from College outside of 'normal' College hours.
 - Where the user intends to use the vehicle the next day and it is impractical to pick the vehicle up from school prior to this use (e.g. leaving very early for a trip to Melbourne).
 - Acceptable use includes: travel to & from the College to home, travel from home to another work suite, e.g. for a meeting, pick up supplies, etc.
 - Unacceptable use includes: where the sole purpose of the travel is for private use.
- If a commute or take home privilege is not authorized, this could result in significant damage to school property.

Definitions

For the purpose of this document the term 'College Vehicles' will refer to the following:

Title	Model	Registration
Bus # 1	Ford Transit (12 Seater) Bus	WWV 157
Bus # 2	Toyota Hi-Ace (12 Seater) Bus	OGK 905
Ute # 1	Holden Colorado Duel Cab Utility	ICA 45N
Ute # 2 (<i>Facilities use only</i>)	Mitsubishi Triton Ute	THO 332

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Resources

This policy should be read in conjunction with the following Department policies and guidelines:

- [School Owned and Hired Vehicles](#)
- [Private Car Use](#)
- [Work-Related Driving](#)
- Bus Safety Act 2009 (Vic)

The following College policies are also relevant to this policy:

- 1.03 Camps & Excursion Policy
- 1.46 Theft, Losses & Fraud Policy

Review and Evaluation

<i>Ratified by:</i>	<i>College Council</i>	<i>Ratified date:</i>	<i>30.04.2020</i>
<i>Document Owner:</i>	<i>Business Manager</i>	<i>Reviewed date:</i>	<i>01.04.2023</i>
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<i>Principal Approval:</i>			

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