

# MILDURA SENIOR COLLEGE

## USE OF COLLEGE VEHICLES

### College Vehicles

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

- Holden Colorado Twin Cab Utility
- Ford Transit (12 Seater) Bus
- Toyota Hiace (12 Seater) Bus
- Mitsubishi Triton Ute

### Eligible Drivers

All licensed drivers may drive any of the four school vehicles. Drivers will be responsible for any traffic infringements incurred whilst driving the college vehicles.

Drivers taking the Ford Transit Bus for the first time are expected to seek instructions from an AP prior to the time of the booking.

### Bookings

Bookings for the car and buses must be made in advance on the Intranet. Bookings for the utility are to be made directly with the Maintenance manager.

If bookings involve use of the vehicle outside of normal school hours the user needs to advise the person who is responsible for garaging the vehicle in advance.

The Toyota Hiace (12 seater) bus is only to be used on sealed roads and used for local trips within 25km radius of the college.

The college utility is to be used for the transportation of bulky items, such as supplies for maintenance, tech studies and chairs/tables etc.

### Maintenance

All repairs/maintenance should be reported to an AP as soon as practical.

### Vehicle Cists/Log Books

Log Books MUST BE COMPLETED AT THE CONCLUSION OF EACH JOURNEY. Vehicle use will be charged at 50 cents per kilometre to the relevant faculty. These charges will be made using the vehicle logbook.

Note: All kilometres travelled in college vehicles are paid by some program, i.e. no travel is free.

The cost of using a College vehicle includes fuel costs. The Toyota Bus and the Maintenance Utility use UNLEADED FUEL while the Ford Bus and the Colorado use DIESEL. Use Shell or CALTEX card provided.

Vehicles are to be returned filled following an overnight excursions

### 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 excursion.

## Vehicle Garaging

All College vehicles must be on site and available during 'normal' school operational hours. Staff responsible for the vehicles are to make arrangements for this to happen when they will be absent from the College. This may require any one of the vehicles to be stored in the lockable compound. For the College Utility, this would include school holidays.

## Commute or Take Home

Commute or Take Home use may be approved when one or more of the following conditions exist:

24 hour "On-Call." Where the nature of a potential emergency is such that an increase in response time, if a commute or take home privilege is not authorized, could result in significant damage to school property.

The role held by the person may require a significant amount of transport to and from College outside of 'normal' College hours.

Where there is a lack of suitable storage for the vehicle on site.

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 under these circumstances includes:

Travel to and from the College to home

Travel from home to another work site, e.g. for a meeting, pick up supplies etc.

### Unacceptable use would include:

Use of a College vehicle where the sole purpose of the travel is for private use.

Presented to College Council:

17 May 2014