

# Dimboola Memorial Secondary College

## SCHOOL OWNED VEHICLE POLICY



### Rationale

Dimboola Memorial Secondary College is committed to operating in a way that ensures there is minimum risk of injury to workers, passengers and the general public. We are also committed to ensuring that we are managing our school-owned vehicles in a manner that is compliant with the Department of Education (DE) and State Government regulations.

Dimboola Memorial Secondary College is committed to compliance with the Bus Safety Act 2009 (Vic) and Bus Safety Regulations 2010 (Vic) which should be considered in conjunction with this policy.

### Implementation

Dimboola Memorial Secondary College will strive to meet all the DE requirements by:

1. Remaining cognisant of changes to legislation or other legal requirements
2. Putting in place systems which ensure that all necessary processes and protocols are adhered to by all staff.

### Usage and drivers:

- The DMSC vehicles will only be used for school purposes. Excursions, camps, teacher professional development, DE related meetings.
- DMSC vehicles must be booked in advance by using the designated system and liaising with the vehicle coordinator where necessary. The vehicles will be pooled at all times and available for use by all staff according to need.
- All drivers of the school bus must have the appropriate Vic Roads licence – a copy of which is to be kept on file at the school. A record of all licenced drivers is maintained on the OHS training spreadsheet and reviewed annually.
- All DMSC vehicles can only be driven by Department or School Council employees.
- All first-time drivers will receive an OH&S and bus familiarisation session with the school's bus coordinator.
- All drivers will complete a pre-trip safety inspection of the vehicle using the appropriate checklist.

### Storage and Maintenance:

- DMSC vehicles will be stored in locked garages overnight and during holiday periods. During school hours, the vehicles may be out of the garage for ease of access, but will be locked at all times. The vehicles will not be parked overnight at a staff member's house, unless there is a very specific school-related reason for this to occur. E.G. – an excursion leaving from Horsham at 6.00am.
- DMSC will ensure that all vehicles are maintained in accordance with the manufacturers' recommendations and regular safety checks are undertaken.

### **Insurance and Roadside support:**

- DMSC vehicles have full comprehensive insurance – with indemnity to the employer – in this instance the DE – (formally known as indemnity to the Crown) and the policies are provided by VMIA – as per the DE requirements.
- Registration currency will be maintained to ensure that Third Party insurance is valid.
- DMSC will maintain membership with the RACV for all school-owned vehicles. Details of this membership will be kept with the logbook in each vehicle.

### **Infringement Notices**

- All infringement notices incurred will be the sole responsibility of the driver. (As per the record in the booking book)
- Staff will be reminded of their obligations to adhere to all road rules and related laws whilst driving DMSC vehicles.

### **Log Books**

- All drivers must complete their own personal VicRoads log book when driving the DMSC bus – as per the legal requirements. (distances over 100kms from home base, which is DMSC)
- All drivers must complete the ATO logbook located in each vehicle which documents the necessary information for reporting purposes.

### **Fuel**

- All fuel will be purchased using the school-issued fuel cards. Tax invoice/receipts must be kept and handed to the Business Manager at the completion of the trip. In the event that the fuel card does not work, individual staff members may have to pay for fuel and in this instance should provide a tax invoice/receipt to the school for reimbursement.

### **Limitations of use**

Under no circumstances is the motor vehicle to be used:

- for private transport purposes exclusively by any person
- to transport students in lieu of school bus services
- for purposes which are not suitable for the type and class of motor vehicle
- when in an unsafe condition
- when the number of passengers exceeds the legal limit; or
- if any passengers do not have access to a seat belt

This policy was last ratified by School Council in **May 2024** and will be reviewed in 2027.