



VEHICLE POLICY

AIM: This policy is aimed at:

- ensuring that the school's vehicles are used exclusively for school matters
- ensuring that the school's vehicles are not abused.
- ensuring that the school's vehicles are always in a good condition.

VEHICLES

- Vehicles belonging to the school should at all times be parked in the garage at the school.
- Vehicles should be serviced regularly (according to the maintenance schedule) by the school at a vehicle service station.
- Any faults or damage to a vehicle should immediately be brought to the attention of the principal by the relevant driver.
- If damage is caused to a vehicle due to negligence of a driver, such driver should be held responsible for the repair costs.
- Insurance and licensing of vehicles are the responsibility of the school.
- A petrol card should be used for purchasing of petrol in order to facilitate record keeping.

DRIVERS OF SCHOOL VEHICLES

- All persons who drive vehicles belonging to the school should be in possession of a valid driver's license for the specific vehicle, as well as a PDP (public driver's permit).
- Copies of these documents should be placed in such person's profile.
- A person who checks out any school vehicle should do such checking out by signing the register at the secretary's office.
- Drivers of vehicles should also keep the school's logbook up to date every time one of the school's vehicles is used.



- All necessary information in the logbook should be completed fully by the relevant driver and after the trip the logbook should be submitted to the financial officer of the school, who should check it.
- If a traffic offence is committed by a driver and a fine is imposed, such driver should be held responsible for the payment of the fine.
- If a driver abuses a vehicle belonging to the school or drives such vehicle recklessly, such driver should immediately be discharged as driver of any of the school's vehicles.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

