DANDENONG HIGH SCHOOL

SCHOOL VEHICLE POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact Dandenong High School – General Office.

Purpose

The purpose of this policy is to provide staff with clarity, understanding and accountability for the responsible use of the school vehicle

The School owns a vehicle to assist the maintenance team in carrying out the duties of their role. This policy outlines the expectations and responsibilities of the employer and employee to ensure the appropriate, safe and effective use of vehicle

Responsibilities of the Employee

When using the vehicle the employee is required to adhere to the following expectations:

- The vehicle is for school use only (undertaking maintenance responsibilities, to return to school to open and close for hirers (outside of normal school hours) and to address any emergency management situations that arise during the night and holiday breaks). Any use of the vehicle outside of these parameters must be approved by the Associate Principal
- The vehicle is not solely used by one staff member
- The log book is completed for the each use of the vehicle and will be checked on a quarterly basis. Failure to complete the logbook will result in withdrawal of the use of the vehicle
- No toll ways can be used when driving the vehicle, unless approved by the Associate Principal
- The driver complies with Victoria Road Safety Laws at all times, demonstrates safe road safety habits at all times and displays the highest level of professional conduct when driving a school vehicle
- The driver maintains a legal driver's license at their own cost, for the class of vehicle they are driving, and this license is carried when driving the vehicle. If the vehicle is driven by an unlicensed driver, they are liable for all costs, including legal, medical and insurance.
- The driver must immediately notify the Associate Principal if their driver license has been suspended or cancelled, or has had limitations placed upon it
- The driver notifies the school of any accidents, traffic infringements and/or incidents that take place when driving the vehicle. If the vehicle is damaged the person driving is required to provide a full written report to the Associate Principal

- The driver ensures the vehicle remains in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users
- The driver is in an appropriate state to drive the vehicle (not suffering or under the effects of fatigue, drugs and/or alcohol). Failure to comply will result in the driver being liable for all costs including fines, insurance, any damage to vehicles, property or people and any medical costs.
- Drivers must not suffer from any chronic or recurrent medical condition including sight and hearing that would affect the ability to drive a school vehicle. They should advise
- The vehicle is stored in the Administration building garage when it is not in use
- If the vehicle is used on site, its use must comply with the Traffic Management Plan

Responsibilities of the School

To ensure the vehicle is able to be used to its full potential the school will ensure that:

- School vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress and/or fatigue
- servicing of the vehicles complies with the manufacturers' recommendations
- keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
- Review the logbook to ensure accountability in the use of the vehicle
- following the maintenance schedules in the vehicles' manuals
- setting up a procedure to identify and rectify faults as soon as practicable

The position responsible for ensuring this is followed is the Associate Principal

Procedure of what employees are to do if they are involved in an accident

- Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first
- Help any injured people and call for assistance if needed
- Obtain the following information:
    - Details of the other vehicle/s and registration number/s
    - Name/s and address of the other vehicle owner and driver
    - Name/s and addresses of any witnesses
    - Name/s of insurers
- Report the crash to Associate Principal as soon as you can
- If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details

Contact the police:

- If there are injuries
- If there is damage to property
- If there is a disagreement over the cause of the crash

POLICY REVIEW AND APPROVAL

Policy last reviewed	19th August 2025
Approved by	Principal
Next scheduled review date	August 2026 - This Policy will be reviewed every year as part of the school's regular review cycle.

DANDENONG HIGH SCHOOL

SCHOOL VEHICLE POLICY – USER GUIDE

I, _____ am aware of the expectations and responsibilities required to operate the school vehicle and I will adhere to them in all uses of the vehicle

Responsibilities of the Employee

- The vehicle is for school use only (undertaking maintenance responsibilities, to return to school to open and close for hirers (outside of normal school hours) and to address any emergency management situations that arise during the night and holiday breaks). Any use of the vehicle outside of these parameters must be approved by the Associate Principal
- The vehicle is not solely used by one staff member
- The log book is completed for the each use of the vehicle and will be checked on a quarterly basis. Failure to complete the logbook will result in withdrawal of the use of the vehicle
- No toll ways can be used when driving the vehicle, unless approved by the Associate Principal
- The driver complies with Victoria Road Safety Laws at all times, demonstrates safe road safety habits at all times and displays the highest level of professional conduct when driving a school vehicle
- The driver maintains a legal driver's license at their own cost, for the class of vehicle they are driving and this license is carried when driving the vehicle
- The driver immediately notify the Associate Principal if their driver license has been suspended or cancelled, or has had limitations placed upon it
- The driver notifies the school of any accidents, traffic infringements and/or incidents that take place when driving the vehicle. If the vehicle is damaged the person driving is required to provide a full written report to the Associate Principal
- The driver ensures the vehicle remains in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users
- The driver is in an appropriate state to drive the vehicle (not suffering or under the effects of fatigue, drugs and/or alcohol)
- Drivers must not suffer from any chronic or recurrent medical condition including sight and hearing that would affect the ability to drive a school vehicle. They should advise
- The vehicle is stored in the Administration building garage when it is not in use
- If the vehicle is used on site, its use must comply with the Traffic Management Plan

Signed: _____ Date: _____

License #: _____ Expiry: _____

A copy of this agreement must be signed at the start of each year. The staff members license must be presented at the time of signing. This agreement will be kept in the staff members file in the HR Office