

## **SCHOOL MINIBUS / VAN : User Procedure**

Four school minibuses are available to transport students to various activities. Any staff member with a full driver's license, or a nominated parent/caregiver/manager/coach may use a minibus on school business, as long as s/he follows the booking and payment procedures outlined below.

### **NB. OVERLOADING OF THE VEHICLE MAY RESULT IN YOU NOT BEING COVERED BY INSURANCE.**

- **IF YOU OVERLOAD (HAVE A TOTAL EXCEEDING VAN SEATS)**
- **UNDER 25 YEARS OF AGE HAVE A HIGHER EXCESS PAYMENT AS LONG AS YOU HAVE A FULL LICENSE, THUS YOU COULD BE PERSONALLY LIABLE FOR ANY ACCIDENT.**

1. Book on the intranet (see SPORTS staff or David Okey for assistance) in advance. Ensure that you fill in the correct times, in case others wish to use it on the same day.
2. Collect keys at the time of travel from the designated place (Ruth Roberts' pigeon-hole). THEY MUST BE RETURNED IMMEDIATELY AFTER USE SO THAT THEY ARE AVAILABLE FOR THE NEXT BOOKING. IF STAFF ROOM IS LOCKED, PLEASE PUT KEY IN RETURN KEY SLOT ON THE WALL, LEFT SIDE OF THE STAFF ROOM ENTRANCE..
3. The cost of the trip should be
  - a. Approved by the HOD, or Director of Sport
  - b. Part of student costs, if it is a class trip or a sports event
  - c. Covered by the cultural/sports fee if such an occasion is planned for in your budget
  - d. NB: you can check with the finance officer for up-to-date roading charges.
4. Van users must
  - a. Enter kilometres on Vehicle Running Sheet, kept in the bus. If no entries are made an estimate of trip mileage will be made for you, or a flat day rate will apply
  - b. Ensure that the bus is cleaned out after field trips. Your department may incur costs of \$50.00 for cleaning
  - c. Report mechanical and other problems immediately via email ; [mcintyre@wsc.school.nz](mailto:mcintyre@wsc.school.nz)
  - d. Return the keys to the designated place (Ruth Roberts' pigeon-hole) at the end of the trip.
  - e. Ensure that diesel, petrol, oil, water is checked before going on long trips (notify of trip via email or log book) to the Director of Sport
  - f. Obtain diesel / petrol from the designated service station; this should be recorded in the log book. And receipts given to Anne Millan
  - g. Return vans to designated place (behind the marae is the van parking area) and make sure the van is cleaned of any rubbish.
  - h. At all times keys and vans should be returned as soon as possible, often other staff members are waiting to use them.

Any concerns, however minor, please report to the Director of Sport. If you were involved in an accident you will need to put in a claim and write up a report to the Director of Sport. Any fine/s is the responsibility of the offending driver.

Vans are a great resource, we try to provide the right van for your event. To insure we can make your request hassle free please email and ring the Director of Sport.

**Peter McIntyre**  
**Director of Sport**  
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