



CHIVIRIKANI PRIMARY SCHOOL

490/1 MAHLANGU STREET
KATLEHONG GARDENS
KATLEHONG, GP
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SCHOOL POLICY

Vehicles

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

PURPOSE

- Ensure That School Vehicles Are Not Abused.
- Ensure that School Vehicles Are Always in a Good Condition.
- Ensure That School Vehicles Are Kept exclusively for School Use.

VEHICLES

- School vehicles should always be parked in a garage at the school.
- School vehicles not to be parked at homes of staff members or SGB members.
- Vehicles should be serviced regularly (according to the maintenance schedule) at an approved vehicle service station.
- Any faults or damage observed on a vehicle should immediately be reported to the principal by the relevant driver.
- Should a driver cause vehicle damage due to negligence, such driver is to be held responsible for the repair costs.
- A petrol card should be used to pay for petrol/maintenance in order to facilitate record keeping.
- Insurance and licensing of vehicles are the responsibility of the Principal.

DRIVERS

- All persons who drive school vehicles without passengers should be in possession of a valid driver's licence for that type (size) of vehicle.
- All persons driving school vehicles carrying passengers should have a PDP (Public Driver's Permit).for that type (size) of vehicle.
- Copies of these documents should be placed in such person's file.
- A person who uses any school vehicle should sign the checkout register at the secretary's office.
- All drivers/users should complete the logbook every time the vehicle is used. After the trip this must be submitted to the financial officer for verifying.
- Should a traffic offence be committed and a fine is imposed, the relevant driver should be held responsible for the payment of the fine.
- If a driver/user abuses or recklessly drives a vehicle belonging to the school, such driver should immediately be prohibited from driving school's vehicles.

