



PRETORIA BOYS HIGH SCHOOL

TRANSPORT POLICY

INTRODUCTION

The School currently has two vehicles – a Mercedes Sprinter (23-seater) and a Toyota minibus (12-seater) – for the transportation of pupils and staff members in the pursuit of school activities.

It is not expected that these vehicles will meet all the transport requirements of the School so, where required, the School will hire additional transport.

Although discouraged, it may in extreme circumstances, be required that staff will be asked to carry pupils in their own private vehicles, or parents be requested to assist with the transportation of pupils.

LICENCES

- All drivers of School vehicles must be legally licensed and must obey the laws of the country. This is the responsibility of each person who places a booking for a School vehicle. Any person booking a vehicle without the required licence is guilty of an offence and disciplinary steps will be taken.
- If parents agree to assist with transporting pupils, they must have a comprehensive insurance policy (or at least 3rd party, fire and theft) for the vehicle being used as transportation. If any parent is rewarded in the form of direct payment or claimable refund, for the transportation of pupils, the parent must be in possession of a Professional Driver's Permit (PDP).
- Driving a school vehicle or carrying pupils in school vehicles or their own vehicles constitutes part of the normal set of duties of an educator. Therefore a PDP is required, irrespective whether pupils are being transported in school or their private vehicles. Staff members are permitted to carry other staff in their private vehicles without a PDP licence.

INSURANCE

- Vehicles – School vehicles are covered by the School's insurance policy when driven by people in the employ of the School for official School purposes, provided they are in possession of a valid and appropriate driver's licence.
- Individuals – The School is not responsible for any damage incurred by staff members driving their own vehicles with school pupils as passengers. The driver's own insurance must cover damage to his/her own vehicle. However, liability for 3rd party damages, are covered by the School's contingent liability insurance.
- Contingent Liability – The indemnity provided by the School's insurance shall include claims made against the School in connection with any private vehicle, or a vehicle provided by the school, whilst being used by any delegated person, or employee of the School, as long as the person has not been deemed negligent or refused any motor insurance. 'Delegation' occurs when a member of staff in charge of pupils requests parents to assist with the transport of pupils to and/or from school events and parents agree to do so. In this situation, once parents have agreed to a request from a staff member, they become 'delegated persons' and so would

be covered for contingent liability should any accident take place. It is the responsibility of the member of staff in charge of pupils being transported to ensure that 'delegated persons' are deemed responsible as well as properly licensed and insured.

USE OF SCHOOL BUSES

Booking of Buses

- School buses must be booked using the School's on-line MS Outlook booking system. Only bookings made on the MS Outlook booking system will be treated as valid bookings.
- Buses must not be removed from the bus parking bays unless they have been properly booked.
- Staff members are expected to strictly observe the booking times made and respect the booking times of other staff members.
- It is important that any cancellation of bookings is done timeously to ensure that the School does not incur any unnecessary cost of hiring buses.

School Driver

- The School employs an official bus driver. As the school's driver has his own schedule of duties, those duties have priority over any request to drive for an excursion or tour.
- The School driver can only be booked for any school excursion/tour if he is available and any final decision regarding priority rests with the Business Manager.
- If the School driver has been booked to drive either bus for any tour or excursion, a staff member must accompany the vehicle to ensure discipline and safe, good behaviour.
- As the Mercedes Sprinter requires a code 10 licence, this bus can only be driven by the school's employed full-time driver or any staff member with a code-10 licence duly authorised by the School's executive.

Procedures for allocating and returning buses

- Before buses are allocated, the relevant staff member must ensure that the required GDE documentation has been submitted to Academic Admin (Mrs. Kingsley).
- Once proper documentation is confirmed, bus keys are collected from Finance Admin (Mrs. Short).
- All vehicles are to be returned to the bus parking bay after use and securely locked (windows and doors) by the responsible staff member.
- Staff members transporting pupils are to, upon return, ensure that the bus is litter-free and inspect the bus internally and externally for any signs of damage and/or vandalism. Any damage/concern is to be reported **immediately** to Finance Admin (Mrs. Short).

Safety

- The staff member either driving or accompanying the bus is responsible for the safety of all passengers being transported.
- Staff members are to ensure that all pupils are well behaved at all times while in any bus being driven for school purposes.
- Staff members must ensure that the carrying capacity of the vehicle is adhered to at all times. Overloading is a serious offence which puts pupils at risk and will be severely dealt with.
- Seat belts are to be worn by all occupants of school buses at all times whilst in transit.
- Whilst in transit, all passengers are to remain seated at all times.

- Any traffic fines incurred while driving a school vehicle will be for the account of the driver responsible for the vehicle at the time

Repairs and Maintenance

- The school vehicles are to be serviced twice annually or every 10 000km. It is the responsibility of the school’s employed driver to schedule these services through the Maintenance department (Richard Geertsema).
- Both buses are to be inspected on a weekly basis by the school’s driver and a report is to be issued to the Maintenance department (Richard Geertsema). Any major faults or concerns are to be reported upon immediately.

USE OF EXTERNAL BUSES

- For any long distance trip or trips of more than 23 people, such requirements must be outsourced to an accredited transport company. The rental costs related to school sanctioned excursions (day trips) are borne by the school if appropriately budgeted for, while rental costs for tours (overnight trips) and festivals are passed on to participating pupils.
- All bookings for outsourced bus requirements are to be made by the responsible staff member through the office of the Head of Sport (M Housdon) irrespective whether it is an academic or extra-mural requirement.
- It is the responsibility of the Head of Sport to ensure that the cost is correctly allocated against the relevant budget.
- If for any reason, a school bus is unavailable for an official school excursion, an external bus may be booked through the normal channels, with the cost thereof being borne by the school’s central budget and not by the organising department/activity.

Date of Approval by School Executive	27/02/2012
Date of Approval by School Governing Body	N/A
Date of next review	Feb 2013