



WHANGAPARĀOA COLLEGE

Together Believe Achieve Ngātahi Whakapono Tutuki

Whangaparāoa College

Use of Vehicles for College Business

Revised: September 2021

A. Use of Private Vehicles

1. Any private vehicle being used for College business must have a valid registration and Warrant of Fitness.
2. Any person driving a private vehicle being used for College business must have approval by the owner to use the vehicle, must have a valid New Zealand driver's license or an International License from a country with a left-hand traffic standard, and must comprehensively adhere to the New Zealand road code.

B. Use of School Vehicles

1. School vehicles may be used only for College business or at the discretion of the Principal.
2. All school vehicles must have a valid registration and Warrant of Fitness.
3. All school vehicles must be maintained at regular service intervals.
4. Any person driving a school vehicle must be a member of staff or obtain approval to use a school vehicle by completing the WHANGAPARĀOA COLLEGE APPLICATION TO DRIVE THE SCHOOL VEHICLE. Drivers must otherwise adhere to conditions set by / instructions from College staff regarding use of school vehicles.
5. Any driver using a school vehicle must have a valid New Zealand driver's license or an International License from a country with a left-hand traffic standard, and must comprehensively adhere to the New Zealand road code.

C. Duty of Care

1. The duty of care rests with the driver.
2. Drivers are responsible for paying infringement fees e.g. speeding and parking tickets.
3. Careless and dangerous driving while using a private vehicle or school van for College business will be deemed a health & safety incident. These incidents will be reported and investigated in conformance with the Health & Safety Policy.
4. Careless and dangerous drivers are subject to disciplinary action in accordance with College policies and procedures.

D. Policy Review

1. We will review and revise this policy as required and within at least 3 years of its publication date (above).