

# De La Salle College



## Transport Policy (Operation & Maintenance)

Compiled by: The Head Master	Date: July 2015
Policy Holder: Andrew Woodward	Revision date: July 2017

## Operation

All drivers must be appropriately licensed to drive specific vehicles.  
Categories D1 or D.

License records should be maintained annually.

All drivers will be peer assessed for safety at least once each term, as well as be given the opportunity for professional guidance if required. Drivers will also be required to undertake a familiarisation trip before driving a new vehicle with students.

Before use all drivers are required to visually inspect the condition and operation of the vehicle. They will be required to sign a document annually confirming that they understand the necessity to do this and that they will be legally liable for driving a defective vehicle. Items to check include:

- Tyre condition.
- Light integrity and function.
- Seat belt operation & use.
- Fuel status.
- First Aid kit provision.
- Passenger loading.
- Notification of journey.

Students should be directly supervised when:

- Approaching vehicles.
- Boarding the vehicles.
- Travelling on the vehicles.  
(Students must not be left on vehicles unsupervised)
- Alighting the vehicles.

Vehicle engines must be turned off whenever possible.

Safety is the primary concern!

If students represent a distractive hazard to the driver the vehicle should be stopped and the issues dealt with before resuming the journey.

For further information – please refer to vehicle risk assessment

## Maintenance

Routine Maintenance will be carried out before the commencement of each term by a recognised commercial vehicle service agent. This will take the form of a safety inspection and or an annual service of the vehicle.

Defects found at that time will be attended to before use.

Summer, Christmas & Easter holidays represent ideal maintenance intervals.

Drivers should inspect vehicles before use for obvious defects as defined on the driver log sheet. (operating policy)

Vehicle defects should be reported by drivers to the maintenance manager as a soon as possible so that issues can be resolved.

Where a defect is reported, the vehicle in question should not be operated until the defect has been repaired.

Vehicles will have fluid levels checked and adjusted at the beginning of every week.

Each vehicle will carry a copy of most recent safety inspection.

Maintenance records should be kept for each specific vehicle to verify all works conducted on each vehicle.