

GUILDHALL SCHOOL VEHICLE POLICY

Version: 2.5

Review Date: May 2021

Reviewed by: S. Miller & C.Gigirey

Operations Board Approval:

1. The vehicle will be managed by the Facilities Department. This includes bookings, responsibility for legal compliance i.e. tax, congestion charge, insurance, cleaning, servicing, membership of recovery service, repairs, maintenance and the provision of a parking space.
2. The vehicle is for staff use only, and cannot be booked or driven by students.
3. The vehicle is only insured for authorised use on School business. No personal use will be permitted.
4. Bookings are taken on a first come first served basis and requested using Office 365 forms (VH1) view Asimut to check availability, Senior Administrator will manage bookings. Please remember to provide a budget code.
5. The vehicle will be parked at Milton Court or Sundial Court depending on available space. Should the vehicle be required to park at the main school you will need to reserve the ramp on Asimut.
6. Drivers – all drivers will be over the age of 21, or have at least two years' driving experience with a minimum age of 19. Holding a licence for two years does not constitute two years' driving experience. Details of your driving experience will be required. No one will be issued with the keys without written authorisation from their Head of Department (form VH1).who is required to confirm on the form VH1 that the hirer is, to the best of their knowledge, a fit and capable driver with at least two years' driving experience.
7. All potential drivers must submit their driving licence to the Senior Facilities Administrator. A photocopy of the licence will be kept on file. Failure to notify the Senior Facilities Administrator of unrecorded information regarding driving offences will result in a permanent ban from driving the vehicle.
8. All potential drivers must complete, and pass, a CoL approved driving assessment prior to being approved to use the School's vehicle. The cost of this will be charged to the Employee's Department. A budget code must be given when submitting the form to apply for the Driving

- Assessment. The Driver is also required to undertake 'Our Transport Policy' Assessment, which is an on-line assessment that can be found on 'City People'. You will not be able to drive the Vehicle unless you have passed both the on-line and Driving Assessment. Please contact the Senior Facilities Administrator to arrange a booking. You will need to provide the original document of both The Driving Assessment and Certificate of Completion of 'Our Transport Policy' to the Senior Facilities Administrator.
9. The vehicle must be left in a clean and tidy condition the mileage recorded and inspected for any damage and any findings recorded. The keys are then to be returned to the Facilities Department along with the completed form (form VH2). The Facilities Department will inspect the vehicle on completion of the hire period. The driver must accompany the Facilities Department representative on the inspection. Failure to comply may result in the driver being banned from future use of the vehicle
 10. The Driver of the vehicle is responsible for ensuring that any load carried in the vehicle are secured, using appropriate means i.e. ratchet straps prior to the start of any journey. Any realisation during the journey that the load has become untethered requires the driver to pull over to a safe location inspect the load and secure as appropriate.
 11. Damage to the vehicle – should there be damage to the vehicle the Facilities Department will assess the seriousness of the damage and may withdraw use of the vehicle if it is deemed unsafe to drive.
 12. Refuelling of the vehicle is the responsibility of the hirer and the vehicle should always be returned with a full tank of diesel.
 13. It is against the law to smoke in the vehicle. Failure to comply, will result in further hire of the vehicle not being permitted. The driver will be held responsible for themselves, and for any passengers they may carry for complying with the legislation.
 14. Fines incurred
The driver of the vehicle is personally responsible for ensuring the vehicle is driven lawfully i.e. within the speed limit and parked in controlled parking areas. At no time will the school be responsible for any fines incurred due to not abiding by the law as set out in the Highway Code. Anyone found to have broken the law will be required without question to pay the fine incurred and may be subject to disciplinary action by the School under staff procedures.
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