



Te Pākihi o Maru

Together growing hearts and minds

SCHOOL VAN HIRE PROCEDURE

Outcome

The Board will ensure that any external persons or organisations hiring the school van will meet both legal and school requirements.

Procedures

The following procedures outline the responsibilities of Te Pākihi o Maru Board and the hirer of the van.

Hire Fees & Payment

- The cost to hire the van is \$90.00 per day, including GST.
- The van will have a full tank of gas on collection and must be returned with a full tank of gas.
- The van must be returned in the same condition as when collected. A \$100 cleaning fee will be charged if this is not the case.
- Payment will be via invoice once the van is returned.

Responsibilities

Te Pākihi o Maru is responsible for:

- Ensuring that the vehicle is kept road legal at all times; current Warrant of Fitness, current registration, road user charges (if applicable).
- Ensuring that the vehicle is fully insured at all times (including named driver under 25 years of age).
- Ensuring that the vehicle is maintained mechanically.
- Ensuring that the hirer has signed a copy of this procedure to show they have read and understood all requirements.

Hirers/Driver of the vehicle are responsible for:

- Ensuring that drivers are fully licensed and over 25 years, (not to be driven on Learners or Restricted licenses). These must be sighted by Te Pākihi o Maru staff.
- Ensuring that the vehicle is not used in a way which exceeds its manufacturer's recommendations.
- Drivers will ensure all persons are wearing seat belts.
- Ensuring that the driver is not under the influence of alcohol or drugs.
- Ensuring that the driver respects traffic laws and fellow drivers.
- Report any damages or problems with the vehicle to Te Pākihi o Maru as soon as possible.
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.
- Must ensure that the vehicle is returned cleaned, emptied of all personal items and a full fuel tank.
- Ensuring that the driver does not drive whilst fatigued and/or sick. They should avoid driving if they feel their driving ability is impaired.
- Ensuring that there is no smoking, vaping or consumption of alcohol in the vehicle.
- Ensuring that the vehicle is not leased, sold or lent to another party.
- Ensure that the driver follows the 'distracted driving' laws by using a phone or texting while driving.
- Ensuring the vehicle is locked when unattended.

Accidents & Fines

- If the driver of the vehicle is involved in an accident, they should inform Sarah (020 4107 0446) immediately, so we can get in touch with our insurance provider.
- Drivers should not accept responsibility or guarantee payment to another party in an accident.
- Drivers of the vehicle should follow legal guidelines for exchanging information with other drivers and call emergency services if accidents are serious.
- Te Pākihi o Maru is not responsible for paying fines related to driving and/or parking offences.

Insurance

- Where there is an accident or damage to the vehicle, the hirer is responsible to pay the insurance excess.

Hirer Information

Licence Number: _____

Phone: _____

Email: _____

Pick up date and time: _____

Return date and time: _____

I have read and understood the requirements of this policy and agree to abide by them.

Signature (of intended driver): _____ Date: __ / __ / __

Name of lender Te Pākihi o Maru : _____

Position held: _____ Signed by: _____