



INTERNAL TRANSPORT POLICY

Kenridge Primary has supplied the staff with 2 school buses to use for transporting children to and from matches/outings.

1. It is the responsibility of educators/coaches to renew or obtain their PDP license (Kenridge Primary School will carry the cost of the application) and to use the buses. The educators must apply (prior to the expiry of their current PDP) for the renewal of their PDP's. PDP's are valid for 2 years so please ensure that your application is included in the budget process (August) for the following year. (Mrs Jenny Goslett administers this).
2. Petrol claims will only be paid to staff members when both buses are in use.
3. School buses must be booked with Janine (Reception). Please complete the bus booking form.
4. Mrs Bridget White will renew the vehicle licenses annually.
5. Speeding/parking fines will not be paid by Kenridge Primary School and are the sole responsibility of the driver.
6. Mr Sewes Vorster will ensure that the vehicles are always in a roadworthy condition. He is also responsible for a bi-monthly check on the following:
 - Tyres
 - Body Work
 - Windows (Check for chips or cracks)
7. The maintenance department (under the supervision of Mr Benny van Niekerk) is responsible for the following maintenance checks on all school vehicles. The checks must be carried out once a week:
 - Fuel
 - Oil
 - Water
 - Battery Water
 - Tyre Pressure
 - Overall Cleanliness

Signed: _____

Date: _____