



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

3720

SCHOOL VANS

The following procedures are to be followed with respect to School District No. 46 (Sunshine Coast) 15 passenger van use:

1. Drivers must have a CLASS 4 License (in keeping with BC law) and be formally approved as a School District driver through submission and approval of a driver abstract.
2. No School District 46 15 passenger van is equipped with roof racks (all have been removed).
3. All passengers MUST wear seat belts. Drivers are not permitted to proceed until all passengers are buckled up.
4. All School District 46 15 passenger vans are safety inspected by an independent company every 6 months under the supervision of the Manager of Facilities and Maintenance.
5. All School District 46 Vans must be equipped with winter tires for winter use.
6. Prior to taking the van out, tire pressure must be checked to ensure that the pressure is compliant with manufacturer's recommended pressure levels. A tire pressure gauge is available in all vans and drivers must sign the van log to confirm that this has been done prior to leaving, along with the aspects of the safety checklist.
7. Where drivers are unsure of weather conditions or feel that there is anything untoward or unsafe then DO NOT PROCEED.
8. When the school van is being refueled, all passengers shall step out.
9. The driver of the school van shall ensure that:
 - a. the van is not loaded beyond its licensed seating capacity;
 - b. riders receive instructions on the safest methods for loading and unloading;
 - c. riders are advised of required conduct with respect to seating (i.e. use of seatbelts) and behaviours while in the van.
10. District transportation regulation 3800 shall be adhered to (e.g. children under the age of thirteen (13) shall not be transported in a front passenger seat equipped with an air bag).
11. The van logbook and copies of insurance and government inspection certificates shall be kept in the van.
12. A list of passengers riding in a school van shall be established and maintained in an accurate and up-to-date manner.

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Date adopted: February 12, 2001
Revised: February 15, 2002; May 10, 2011

Reference: Motor Vehicle Act Regulation 26/58, Board Policy 1.3 Pre-trip checklist and maintenance log attached.

Supt. Signature:



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SCHOOL VANS (cont'd)

13. Where a school van is damaged, becomes defective or malfunctions, its driver shall, at the first indication of the damage, defect or malfunction, stop at, or as near as practical to, a place off the travelled portion of the road and not proceed until safe to do so.
14. Drivers of school vans shall adhere to the Motor Vehicle Act and its Regulations.
15. Any fines associated with violations, infractions, tickets or citations are the sole responsibility of the individual employee or volunteer driver.
16. Drivers and administrators must consider the total length of day for an employee driving a School District van after working a full day, when planning a trip.

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Date adopted: February 12, 2001
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Reference: Motor Vehicle Act Regulation 26/58, Board Policy 1.3 Pre-trip checklist and maintenance log attached.

Supt. Signature:

Elphinstone Secondary Pre-Trip Checklist & Maintenance Log

Date: _____

Odometer: _____ start

Odometer: _____ finish

Driver: _____

P – Pass

C – Conditional –requires attention soon

F – Fail – requires Immediate repair

P C F

Under Hood

- – – Engine * look for obvious defects such as oil, fuel or fluid leaks, missing, broken or loose nuts and bolts. Engine mounts should be secure and in good condition.
- – – Oil * check that engine oil level is adequate
- – – Coolant * check that coolant level is adequate
- – – Battery * check for visible corrosion or leaks, terminal connections are secure & battery is securely mounted.
- – – Belts * ensure there is good tension & that belts are not cracked, stripped or displaying cord fray or missing teeth.
- – – Hoses * ensure connections are secure, there are no leaks, kinks, cuts, or abrasions or cracks.
- – – Brake Fluid * reservoir must be at full mark.

Interior

- – – Seals & Mirrors * ensure they are adjustable, adjusted to suit driver & in good condition.
- – – Seat Belts * check that fastening devices work well.
- – – Window/Windshield * ensure they are clean, free of cracks & provide good visibility.
- – – Documentation * ensure that vehicle registration and insurance is valid.

Start Engine & Check the following

- – – Charge Rate Indicator * ensure voltmeter or ammeter works properly & that charge is good.
- – – Oil Pressure Indicator * should indicate normal level soon after engine starts.
- – – Coolant Temp. Indicator * check that indicator rises to normal operating temp. & lights goes off after engine starts
- – – Fuel Gauge * ensure it works and that fuel level is acceptable.
- – – Interior Lights * ensure they work.
- – – Instrument Lights * ensure they work.
- – – Windshield Wipers & Washer * ensure wipers work & that washer has fluid and sprays well.
- – – Defroster & Heater * ensure they work properly.
- – – Engine Noises * listen for unusual sounds.

Front of Vehicle

- – – Under Vehicle * look for defects, check for traces of leaking fluid(s) on the ground.
- – – High & Low Beam Headlights * ensure they work, the lenses are clean & not cracked.
- – – 4 Way Flashers * ensure they work, the lenses are clean & not cracked.
- – – Right and Left Turn Signals * ensure they work, the lenses are clean & not cracked.
- – – License Plate * ensure it is attached.

Rear of Vehicle

- – – Right & Left Turn Signals * ensure they work, the lenses are clean & not cracked.
- – – 4 Way Flashers – ensure they work, the lenses are clean & not cracked.
- – – Brake Lights * ensure they work, the lenses are clean & not cracked.
- – – Back-Up Lights * ensure they work, the lenses are clean & not cracked.
- – – License Plate Lights * ensure they work, the lenses are clean & not cracked.
- – – License Plate * ensure it is attached & insurance decal is valid.
- – – Windows * ensure they are clean, free of cracks and provide good visibility.
- – – Rears Doors * ensure they open and close securely & check spare tire, jack and tire iron.
- – – Exhaust System * ensure it is in good condition, has no leaks & that muffler is securely attached.

Sides of Vehicle

- – – Mirrors * ensure they are securely attached and not cracked.
- – – Wheels * check rims for cracks, missing pieces, bends or rust streaks. If visible, ensure wheel lugs & nuts are not broken, loose or missing.
- – – Tires * ensure air pressure is good, no signs of bulges, sidewall separation, cuts to the cord or exposed or frayed belts. Ensure tread does not show unacceptable or uneven wear.
- – – Windows * ensure they are clean, free of cracks, provide good visibility & are operational.
- – – Doors * ensure they open and close securely.
- – – Fuel Cap(s) * ensure it is present and secure.

Parking Brake Response Test

- – – 1. depress parking brake.
- – – 2. start engine.
- – – 3. shift transmission into low gear.
- – – 4. gently move vehicle forward to tug against the parking brake. The brake should hold the vehicle.
- – – 5. release the parking brake.
- – – 6. move vehicle ahead slowly & apply the service brake to check brake response.
- – – 7. check whether the steering wheel slack (play) is excessive.