

## Private use of school vans

The Board of Trustees has approved the purchase of vans for school use.

They are aware that there may be occasions when a staff member would like the opportunity to borrow a school van for personal use.

It is important that the useable life span and the trade in value of the vans is maximised for school use. Therefore personal use of the vans may be restricted if the private use will have an impact on the longevity of the vans for school use.

Permission for personal use will be given at the discretion of the Principal.

The following terms are applicable to personal use:

- The borrower must be an approved driver;
- Mileage will be logged in the usual manner and will be charged out at a rate of 20c per kilometer;
- The van must be returned clean and tidy and **with the same amount of diesel as when the van was taken;**
- In the case of any insurance claim the excess is payable by the borrower.

Name of borrower: \_\_\_\_\_

Dates required: From \_\_\_\_\_ To \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

Signed by borrower \_\_\_\_\_

Approved: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Fuel indicator level at the start of the trip \_\_\_\_\_

Confirmed fuel level is as above \_\_\_\_\_

Total Mileage: \_\_\_\_\_ @ 20c per kilometer = \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_