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## Acceptable Use Policy for Borrowing School/Community Bus

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### PURPOSE

This policy outlines the terms and conditions under which the school/community bus may be borrowed by members of the community. The school/community bus is primarily for school-related activities, but it may be used for authorized private events, under certain conditions, as outlined below. This policy aims to ensure that the bus is used safely, responsibly, and in line with community standards.

### ELIGIBILITY

1. Only authorized individuals, including teachers, staff members, and registered community groups, may borrow the bus.
2. To borrow the bus, the borrower must complete the Form (below) and submit it for approval by the Principal or designated school official.

### GENERAL TERMS OF USE

#### **Authorized Use Only:**

The bus may only be used for events and activities that are approved by the Principal or designated authority. Unauthorized use may result in suspension of borrowing privileges.

#### **Bus Maintenance and Condition:**

The bus must be returned in the same condition as it was when borrowed, with no damage or significant wear and tear. Any damages must be reported immediately, and the borrower may be held financially responsible for repairs, including the cost of replacement, insurance excess, and loss of the school's no claims bonus.

#### **Vehicle Operation:**

The individual borrowing the bus must hold a valid and appropriate driver's license for operating a bus. A copy of the license must be submitted with this Form.

#### **Insurance Coverage:**

The school/community bus is covered by school insurance. However, if the bus is used outside the terms of this agreement or for unauthorized events, insurance coverage may not apply, and the borrower may be personally liable for damages, including any insurance excess or loss of no claims bonus incurred by the school.

#### **Driver Conduct:**

The driver must adhere to all traffic laws, school policies, and safety regulations while operating the bus. This includes the use of seat belts, maintaining safe driving speeds, and ensuring the bus is in safe working order before departure.

#### **Passenger Limits:**

The number of passengers on the bus should not exceed the designated seating capacity. The driver is responsible for ensuring the safety and comfort of all passengers.



# MYRRHEE PRIMARY SCHOOL

## PRIVATE USE BY TEACHERS & STAFF

### Use on Nights/Weekends:

Teachers and staff may use the bus for reasonable private use on nights or weekends, with the understanding that the bus is still primarily intended for school-related activities. The Principal's prior approval is required, and this use should not interfere with its primary purpose for school activities.

### Private Use Guidelines:

- The bus may be used for personal trips or events (such as family gatherings, private parties, etc.) as long as the event is legal, safe, and aligns with community standards.
- Fuel, tolls, and other associated costs for private use are the responsibility of the driver.
- The bus should be returned to its usual storage location immediately after private use and in the same condition.

## RESPONSIBILITY AND LIABILITY

**Responsibility:** The borrower (and any designated driver) assumes full responsibility for the bus while it is in their possession. This includes the safe operation of the bus, the conduct of passengers, and ensuring that the bus is not used for any illegal or unsafe purposes.

**Liability for Damages and Expenses:** The borrower is liable for any expenses incurred by the school due to damage to the bus during the borrowing period. This includes but is not limited to:

- Repair or replacement costs in the event of damage.
- Insurance excess (the amount the school must pay before the insurance covers any claims).
- Loss of no claims bonus for the school, which may increase future insurance premiums.

The borrower agrees to indemnify and hold harmless the school, its employees, and the Principal from any claims, damages, or liability arising from the use of the bus.

## POLICY VIOLATIONS

Failure to adhere to this policy may result in the revocation of borrowing privileges, disciplinary action and/or legal consequences, depending on the severity of the violation.

## COMMUNICATION

This policy will be communicated to our school council and staff in the following ways:

- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2025
Approved by	The Principal
Next scheduled review date	Before November 2028 or as required



# MYRRHEE PRIMARY SCHOOL

## Bus Borrowing Request Form

**Applicant Name:** \_\_\_\_\_

**Applicant Email:** \_\_\_\_\_

**Applicant contact number:** \_\_\_\_\_

**Date of Request:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Purpose of Use (Please provide a brief description of the event or reason for bus usage):**

\_\_\_\_\_  
\_\_\_\_\_

**Date of Requested Use (Please specify the date(s) you wish to borrow the bus):**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Time of Use (From what time to what time will the bus be in use):**

\_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

**Number of Passengers (Expected):** \_\_\_\_\_

(Please provide an estimate of the number of passengers on board)

**Insurance Details (Please provide a copy of your personal insurance or group coverage, if applicable):**

- ☐ Attached  
☐ Not applicable

### Vehicle Usage Agreement Acknowledgement:

By signing below, I acknowledge that I have read, understood, and agree to abide by this Acceptable Use Policy for borrowing the school/community bus. I understand that I will be held financially responsible for any damages or losses incurred, including the repair or replacement costs, insurance excess, and loss of no claims bonus.

### Signature:

By signing this document, the applicant agrees to abide by all of the terms and conditions outlined in this Acceptable Use Policy for the borrowing of the school/community bus.

**Signature of Driver:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Principal's Approval (Signature):** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# MYRRHEE PRIMARY SCHOOL

## FULL DETAILS (Driver)

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Driver's Licence Number:** \_\_\_\_\_  
(Required: Attach a copy of the driver's license)

### Vehicle Usage Agreement Acknowledgement:

By signing below, I acknowledge that I have read, understood, and agree to abide by this Acceptable Use Policy for borrowing the school/community bus. I understand that I will be held financially responsible for any damages or losses incurred, including the repair or replacement costs, insurance excess, and loss of no claims bonus.

### Signature:

By signing this document, the applicant agrees to abide by all of the terms and conditions outlined in this Acceptable Use Policy for the borrowing of the school/community bus.

**Signature of Driver:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## FULL DETAILS (Additional Driver)

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Driver's Licence Number:** \_\_\_\_\_  
(Required: Attach a copy of the driver's license)

### Vehicle Usage Agreement Acknowledgement:

By signing below, I acknowledge that I have read, understood, and agree to abide by this Acceptable Use Policy for borrowing the school/community bus. I understand that I will be held financially responsible for any damages or losses incurred, including the repair or replacement costs, insurance excess, and loss of no claims bonus.

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**Signature of Driver:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_