



DUNATOS TRANSPORT

DEFINITION :

- The transport of learners to and from school with the purpose of making the school's services available to children with barriers to learning whose parents are not able to transport them.
- The transport of learners to and from educational outings and camps.

TRANSPORTING LEARNERS

FUNCTIONING :

- Transport is done by a subcontractor referred to as the bus driver.
- The subcontractor rents the school's bus from DUNATOS Remedial School.
- A contract is set up between the school and the subcontractor.
- The school bus is the property of the school.

RESPONSIBILITIES OF THE SUBCONTRACTOR(BUS DRIVER) :

- **Financial Management**
 - Set a rate to the parents as determined by the bus driver himself and the school.
 - The collection of the bus fees and the issuance of self-made accounts / receipts.
 - Pays the School rent (determined by the school) for the bus before or on the 7th of each month. The amount may vary depending on circumstances for example increase in transport costs in other words, insurance payments, licence fees, repair work and maintenance.
 - Take the rest of the paid fees as salary for services delivered.
 - DUNATOS will reimburse the subcontractor according to the latest government stipulations for wear and tear for any other transport requests from the school such as outings and camps
- **Administration of vehicle**
 - Complete the daily logbook and hand in for filing at the Head of fleet maintenance on the first day of every month.
 - Co-operate fully with all vehicle inspections.
 - A list of names with contact numbers of all learners on the bus must be updated regularly and kept in the bus and a copy of this list must be handed in at the Head of fleet maintenance.
 - The bus driver must handle all arrangements, communications and reporting of incidents to the parents himself.
 - Communicating can be via sms or whatsapp in order to keep proof of the conversations that took place.
 - Must have a completed and signed contract with all parents in the personal bus file.
- **General**
 - The bus driver must be in possession of a PDP license. **THIS LICENSE MUST BE RENEWED IN TIME.**
 - Must keep written track of the bus's next service.
 - Must ensure that the learners on the bus adhere to the bus rules as signed by the parents.
 - Must determine the best, shortest and safest route to and from school.
 - Must determine the pick-up and drop off points.
 - Responsible for the bus's fuel.
 - Will be liable for the co-payment of the insurance in case of an accident caused by the bus driver.
 - Will be responsible for all costs involving the repair of the bus due to bumps, scratches caused by the driver's negligence.
 - Will be responsible for keeping the bus in very neat condition at all times - inside and outside.
 - Will pay all traffic fines caused by the bus driver.
 - Will ensure that the bus is roadworthy at all times.
 - Will ensure that the bus is parked at a legal and safe parking at all times.



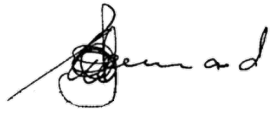
RESPONSABILITIES OF THE LESSOR(DUNATOS)

- **General**

- Registration and licensing.
- The bus's roadworthy testing and certification.
- The monthly insurance fee at SANTAM.
- The bus's general maintenance.
- The learner's accident insurance.
- The bus's regular services.
- DUNATOS will reimburse the bus driver according to the latest government stipulations for wear and tear with any other transport requests from the school such as outings, camps and the running of general errands. The driver must provide the distance covered via the log book as proof before any payments can be made.
- Termly inspections of the bus done by the Head of fleet maintenance.

TRANSPORTING LEARNERS TO AND FROM OUTINGS

- The responsible teacher as indicated on the school's organogram organizes the school's outings.
- The responsible teacher as indicated on the school's organogram informs the Head of fleet maintenance of the outing, requesting transport. The following important informing must be provided:
 - Date of the outing.
 - The venue of the outing.
 - The number of learners and teachers that will go on the outing.
 - Time of departure and arrival form school and the venue.
- The head of Fleet maintenance will then organize the bus and driver to transport the learners.
- The responsible teacher as indicated on the school's organogram will provide the appropriate indemnity forms to the class teacher who will then make sure that all learners going on the outing receive and return the form as signed by the parents.
- The signed indemnity forms must be taken along on the outing.

SIGNED AND CONFIRMED		
		
Mrs. M L Stander	Mr . J Kotze	Mr. T Barnard
Principal / Owner	Head of Fleet maintenance	Governing Body