

Bus Safety Policy

Warrnambool East Primary School is committed to providing and maintaining a safe and healthy workplace for all staff and students. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. Warrnambool East Primary School is also committed to a culture of continuous improvement where systems and process reflect the appropriate level of risk at any given time.

Management will:

- Ensure Warrnambool East Primary School complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction, and training to enable all staff to work safely
- Supervise staff to ensure work activities are performed safely
- Consult with and involve staff on matters relating to health, safety, and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

Schools should ensure vehicles they own, hire, or charter that seat 10 or more adults including the driver have seat belts for all passengers. VicRoads recommends that booster seats or child restraints be used for children under 7 years of age where possible.

Staff will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions, and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

School bus drivers will adhere to the department's Work-Related Driving policy by:

- Driving within the legal speed limit at all times
- Not consuming alcohol and/or drugs while driving a school bus and complying with the drug and alcohol laws at all times
- Not using mobile phones while driving
- Minimising distractions while driving
- Wearing a seatbelt
- Not exceeding the maximum seating capacity of the bus
- Reporting all incidents/accidents in eduSafe and to Bus Safety Victoria

This policy was first accepted by Warrnambool East Primary School Council on: 5th September, 2023

This policy was last reviewed on: NIL

Name: Clinton Hill
Position: School Council President

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	Schools are only required to have a bus safety policy if they own or hire buses where the driver is a school staff member (exemptions apply – refer to the department's policy: Buses – Owned, Hired or Chartered by a School).
Does this policy have to be approved by school council?	Yes
Recommended consultation	School council must be consulted on and approve this policy as part of their involvement in the accreditation process of operating a bus.
Policy basis	<ul style="list-style-type: none"> • Bus Safety Act 2009 • Bus Safety Regulations 2020 • The Department's Policy and Advisory Library <ul style="list-style-type: none"> ◦ Buses – Owned, Hired or Chartered by a School. • Duty of Care
Recommended review cycle	3 to 4 years