



Bus Safety Policy

Warrnambool East PS is committed to providing and maintaining a safe and healthy workplace for all staff and students, including travel for work. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. Warrnambool East PS is also committed to implementing systems and processes that reflect the appropriate level of risk at any given time.

Principals or their delegate will:

- ensure Warrnambool East PS complies with all legislation relating to health and safety
- eliminate or minimise workplace hazards and risks so far as 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 and safety
- provide safety equipment and personal protective equipment, where required
- provide a suitable injury management and return to work program.

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 and incidents on eduSafe Plus and to Safe Transport Victoria if required
- use safety equipment and personal protective equipment as instructed
- be familiar with the school's emergency management plan for bus transport.

School bus drivers will adhere to the department's [Work-Related Driving policy](#) by:

- complying with the Victorian Road rules
- not consuming drugs, alcohol and/or medications that might affect their ability to drive safely, and complying with drug and alcohol laws at all times

- avoiding the unsafe use of mobile devices and other technologies
- managing fatigue and avoiding distractions
- wearing a seatbelt and ensuring passengers are wearing seatbelts
- not exceeding the maximum seating capacity of the bus
- reporting all incidents/accidents in [eduSafe](#), the operating bus service and [Chapter 3: Incident Reporting Requirements | Safe Transport Victoria](#)

Warrnambool East PS ensures the operator holds a valid Bus Operator Accreditation issued by Safe Transport Victoria under the *Bus Safety Act 2009*, which includes WWCC compliance.

[Bus | Safe Transport Victoria](#)

School bus drivers will also adhere to the **No Child Left on Bus Duty** procedure, which forms part of this Bus Safety policy.

No Child Left on Bus Duty

Warrnambool East PS requires the bus driver and all staff who supervise students on the bus to perform the school's No Child Left on Bus Duty (NCLB Duty).

The NCLB Duty for staff comprises the following:

- A roll of children travelling on a bus trip is provided to the supervising staff members

Before each trip/leg of bus travel:

- The supervising staff members will check off the students on the roll to confirm that all students listed on the roll have boarded the bus before departure.

After each trip/leg of bus travel:

- At the end of the trip/leg, the driver and/or supervising staff member will walk the full length of the bus, inspecting on and under seats to check that no students remain on the bus after the students have disembarked the bus.
- The supervising staff member records on the roll that the bus has been checked and that all students have disembarked the bus.

Warrnambool East PS will keep the bus rolls on file in a secure location at the school as a record that all children boarded and disembarked the bus at the correct location/s, and that the bus was inspected to ensure no child was left on the bus. The bus rolls will be retained for 5 years as per the department's records management policy.

This policy was first accepted by Warrnambool East PS Schol Council on: Tuesday 4th August, 2026

This policy was last reviewed on: August 2026 and will be reviewed August 2029

Signed:

Date:03/09/2026

Name: David Long

Position: School Council President

Activity	Requirements
Requirement for a local school policy	Mandatory- specific circumstances Any school that owns or hires buses where the driver is a school staff member must have a local policy as part of the Safe Transport Victoria accreditation process.
Review cycle	3-4 years - recommended, or at a frequency set by the Safe Transport Victoria management information system
Source of requirement	• Bus Safety Act 2009 (Vic) • Bus Safety Regulations 2020 (Vic) • Duty of Care • Department policy – Buses – Owned, Hired or Chartered by a School
Consultation requirements	Required – school council
Approval requirements	School council School council must be consulted on and approve this policy as part of their involvement in the accreditation process of operating a bus
Communication methods - required	Training - school staff This policy should be clearly communicated to any school staff or volunteers responsible for the management, operation or driving of a school owned or hired bus that is driven by a school staff member.
Communication methods - recommended	Not applicable