

Bus Safety Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Specimen Hill Primary School on 03 5443 5353.

Purpose

To ensure that Specimen Hill Primary School provides and maintains a safe and healthy workplace for all staff and students.

Objective

To explain to Specimen Hill Primary School parents/carers, staff and students bus safety processes and procedures.

Policy

Specimen Hill 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. Specimen Hill 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 Specimen Hill 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

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

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website and SENTRAL
- Included in staff induction processes and staff training
- Included in staff handbook
- Discussed at annual staff briefing
- Hard copy available from school administration upon request

Policy Review and Approval

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| Policy last reviewed | 1/6/2023] |
| Approved by | Acting Principal – Jac Loutitt |
| Next scheduled review date | 1/6/2024] |