

Bus Policy

Rationale

School Vehicles (Buses) are essential and valuable curriculum resources that must be maintained, well managed, and used in accordance with school and departmental expectations.

Aims

- To ensure that school council owned buses are maintained, used and stored safely, appropriately and effectively.

Implementation Strategies:

- Our school buses are managed by a member of the administration team under the direction of the School Principal
- All costs associated with the buses are accounted for as part of our school's annual budgets
- Jennings Street School (JSS) has a zero tolerance to drugs and alcohol.
Under section 3 of the Bus Safety Act 2009 (Vic):-
Staff members or those in charge of vehicles must:
 1. Have no drugs or alcohol present in their blood or breath immediately before, or while undertaking bus safety work
 2. Not be impaired by drugs or medication/s
 3. Inform my treating health practitioner or pharmacist of my policy when being prescribed medications (as per Bus Safety Act2009)
- All school bus/es will be maintained and serviced in accordance with manufacturer's instructions and the legal requirements of the school being a Registered Bus Operator
 1. A Yearly Road Worthy Certificate must be conducted by a Licensed Bus Tester
 2. For vehicles over 25 years of age an Engineers Certificate must be provided annually as part of the Road Worthy Test.
- All students will be transported in the school buses in appropriate safety equipment defined by Vic Roads. Refer to <http://www.vicroads.vic.gov.au>
- All paperwork to meet the above requirements will be filed in the student's file
- A register of expiry dates of medical certificates for seat belt guard will be maintained by the Occupational Therapist's
- All buses will be located on school grounds when not in use, and will be fully and comprehensively insured as per DET requirements
- Only fully licensed staff members or School Council members approved by the Principal can drive school buses
- Staff members who hold a temporary working visa can drive using their current overseas driver licence
- No "P" Plate drivers can drive the bus/es without written approval from the Director of the Department of Transport
- A comprehensive logbook will be maintained, detailing all use of bus/es



- All students under the age of 7 MUST travel on school buses with approved Booster Seat
- If a student travels to and from school on DET provided transport with an approved parent/doctor safety harness and/or buckle cover they MUST travel on school buses with these and the documentation
- Spare keys for buses and lockable garages for each bus will be stored in the key safe within the Switchboard Room in the Administration Building
- A timetable will be developed to support access to the bus for the purpose of implementing learning experiences and programs documented and planned in line with curriculum frameworks
- The Principal/School Council has the right to refuse the use of school bus/ by any person who uses the vehicle inappropriately, which may result in the loss of privilege in using school bus
- All traffic or speeding infringements forwarded to the school will be directed to the offending driver.
- A minimum of two staff members must be in attendance at all times on the bus (i.e. driver and chaperone).

EVALUATION

This policy will be reviewed every 2 years or more often if necessary due to changes in regulations or circumstances.

Date Implemented	August 2017
Author	Monique Cooley
Approved By	Jennings Street School Council
Approval Authority (Signature & Date)	
Date Reviewed	18.08.2021
Responsible for Review	Policy sub committee of School Council
Review Date	August 2024
References	

- v0 – 01.08.2017 date of implementation
- v1 – 18.10.2017 add in point about staff who hold temporary working visas being able to drive the bus;
add staff aligned activities; reformat; update footer.
- V2-Aug 2019 additional of required number of staff in attendance
- V18.08.2021 removed reference to buses being garaged, extended review period from 2-3 years,
update footer and evaluation box