



Bus Policy

Mornington Park Primary School 5040

POLICY DATE: March 2020
STATUS: Ratified by School Council

“Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. Mornington Park Primary School’s (The school’s) Child Safety Code is available on the school’s website.”

Rationale:

Children of school age have access to the school bus for transport to local excursions and travelling to and from school.

Aims:

To ensure MPPS staff use the school bus correctly so that all students are transported safely and legally.

Implementation:

- **All staff must have a valid driver’s licence and any car insurance history to the office**

*Staff must present a copy of their driver licence and have sought approval from **Principal** before use.*

- **The driver must be aware and understand the policy and rules.**

Driver must take reasonable care for their own health and safety and for the health and safety of all passengers and other road users.

- **Drivers are required to observe traffic laws**

Subject to investigation, the misuse and/or unauthorized use of the school bus may result in penalties being imposed on the driver. Drivers are personally responsible for the payment of all infringement notices resulting from their use of the school bus.

- **Mobile phones and hand- held devices**

Drivers must safely park the bus, ignition off prior to operating:

Hand held mobile phone

Two way Radio

Satellite navigation system

- **Vehicle related incidents and hazardous situations**

All vehicle-related incidents and hazardous situations that have affected the driver, passengers or others must be reported to the principal and delegated OH&S management staff and lodged via EDUSAFE

Incidents include, but not limited to:

Personal injury

Near misses

- **Accident Procedures**

Drivers must comply with all relevant traffic laws and regulations on notification of accidents to the Police. If the driver is involved in an accident, they should stop the vehicle immediately. When a person is injured or property is damaged because of the crash, the driver should provide the required assistance and report to the nearest accessible police station.

If there are no personal injuries and the owner of the damage property is present on site, then reporting the incident to the police is optional.

At the scene of an accident, drivers should provide:

Their name and address

Their drivers licence details if requested by a member of police

The name of school - Mornington Park Primary School

Address – 40 Robertson Drive, Mornington

The vehicle registration number

- *Any person injured*
- *the owner of any property that has been damaged or destroyed*
- *a person representing the injured person or owner of property*
- *any member of police who is present*

At the scene of the accident, the driver should also note:

- *The name address of the other driver*
- *The registration number details of the other vehicle*
- *The name address of the other vehicle's owner*
- *The contacts details of witnesses, if any*
- *The time and place of the crash*
- *Any damage to the bus, the vehicle's involved and other property*

Drivers must report the full details of accidents, hazardous situations, injury, vehicle damage and other property damage to the principal and delegated OH&S management staff.

Then log accident on EDUSAFE

Under the OH&S requirements, all incidents and hazardous situations are to be investigated and followed up to detail suitable risk control measures for preventing further incidents, as far as practicable.

The driver must also complete the motor vehicle insurance claim form; have it signed by the principal. This will be forwarded to the insurer within 2 days after the accident, and will help with the processing the relevant insurance matters.

Prior to use

- *Drivers must sign for the bus keys at the office*
- *Drivers must perform a safety check- see attached list of safety checks*
- *Enter details of excursion/ other in the log book located in the school bus*
- *Copy of all passengers details including emergency contacts=Signed permission forms*
- *Check fuel level*

After use

- *Refuel the bus with the Caltex Card*
- *Complete the log book*
- *Complete al vehicle inspection inside and out- see attached list of safety checks*
- *Sweep and clean van*
- *Return keys and any other relevant documents to the school office as soon as you can. Keys are not to be kept in classrooms*

Bus Maintenance

The school will arrange the servicing, maintenance and/or repairs of the bus that complies with the Bus Act. This will ensure the bus is mechanically sound, roadworthy, safe and presentable condition. As part of the Bus authority systems, audits will apply to the running/maintenance of school buses

Evaluation

This policy to be reviewed annually by School Council