



Bus Policy

Mornington Park Primary School 5040

POLICY DATE: March 2025

“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:

Mornington Park Primary School 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. Mornington Park Primary School 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 Mornington Park Primary School 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](#) and to [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

Mornington Park Primary School requires all staff who drive the bus or supervise students on the bus to perform the school's No Child Left on Bus Duty (NCLB Duty).

Mornington Park Primary School will incorporate the NCLB Duty in staff driver training, including how to conduct and record post-trip bus inspections to ensure no child is left on the bus.

The NCLB Duty for staff comprises the following:

- A roll of children travelling on a bus trip is provided by the school to the driver (or supervising staff member if present).

Before each trip/leg of bus travel:

- The driver (or supervising staff member) 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 driver and/or supervising staff member records on the roll that the bus has been checked and that all students have disembarked the bus.

Mornington Park Primary School 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.

- **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.

- **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 damaged 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 driver's license 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 logbook 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 Ampol Card*
- *Complete the logbook*
- *Complete all vehicle inspections 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 service, 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

POLICY REIVEW AND APPROVAL

Policy last reviewed	March 2020
Approval by	Principal
Next scheduled review date	2027

This policy to be reviewed annually by School Council