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# LALOR SECONDARY COLLEGE

## School Bus Policy

2018-2020

### **AIM**

The Lalor Secondary College school bus policy is designed to ensure the health and safety of all bus users.

## **RATIONALE**

Lalor Secondary College is committed to the safety of all those driving or travelling in the school bus.

All users are required to behave in a safe, responsible manner while waiting for, getting on or off, travelling on or driving the bus.

## **DEFINITION**

This policy refers to the Lalor Secondary College school bus which was purchased in 2004 by the Lalor Secondary College School Council.

## **Staff Responsibilities and Requirements**

Staff that operate the Lalor Secondary College bus will be required to abide by the following:

- Any person who drives the School Bus must have a current Light Rigid or above Drivers Licence. A car licence is not appropriate.
- Drivers who hold a probationary licence must not drive the school bus.
- Drivers of the School Bus must be over the age of 25 years old for insurance purposes.
- Drivers of the School Bus must carry a mobile phone on all trips and the phone number must be left at the General Office.
- Staff are responsible for any renewals of documentation required to operate the school bus, and this documentation must be provided to Lalor Secondary College. All Staff must advise the school if they no longer hold a current Drivers Licence.
- Staff must not be impaired by prescription medication and must not have any illicit drugs or alcohol present in their blood or breath before or while undertaking operation of the school bus
- Will inform their treating health practitioner of this policy and implications for driving the bus when being prescribed medications.
- Staff driving School Bus must complete the Log Book in the School Bus and a Record of Journey Sheet to be handed in to the General Office.
- In the event of a breakdown or other emergency, the bus driver must give clear instructions to students, ensuring all students keep off the road and act in a responsible manner. The bus driver must also notify the General Office of the breakdown.
- No bus driver should be behind the wheel of the school bus without a break for more than five hours.
- New drivers must undertake an induction with Andrew Canals or Denis Ryan and take the bus for a test drive prior to having students on the bus as passengers

## **Student Responsibilities and Requirements**

- Students must wait for, enter, travel in and leave the bus in a quiet, orderly manner.
- While travelling students must remain in the seats to which they are allotted and not distract the driver.
- Students are required to wear seat belts at all times while travelling on the bus.
- No objects are to be thrown in or from the bus at any time.
- Noise levels from students are always to be of a safe and acceptable level. Shouting is never permitted.
- Students must respect bus property. A student who wilfully causes damage will be responsible for the cost and repair for the damage they caused.
- No part of a student's body or belongings is to protrude from any window in the bus at anytime.
- No student may call out or signal to any person outside the bus without instruction from the bus driver.
- Students using the school bus are still bound by the school Code of Behaviour. Any breaches of that code will be dealt with accordingly. This may include forfeiting the opportunity for future travel in the school bus.
- In the event of a breakdown or other emergency, students must act as instructed by the bus driver as well as keeping off the road and acting in a responsible manner.

## **Parents and Caregivers**

- As with all excursions written permission must be provided for students attending excursions to be transported on the Lalor Secondary College school bus.

## **Lalor Secondary College will;**

- keep an up to date information folder that is located in the Principals office. This will hold all relevant documentation related to this policy
- safely maintain and service the vehicle to a roadworthy standard
- insure vehicles they own and have them annually inspected by a licensed bus tester
- meet all costs of purchase and maintenance of the vehicle, including replacement or disposal
- pay for the Bus Driving test and original Bus Licence for staff who have been approved by the Consultation Committee
- VicRoads is responsible for the licensing of drivers in Victoria and provide advice on the types of licences required to drive a variety of vehicles including buses used for school excursions and other events. The school must be aware of these licence requirements.

## **Related Documents**

*Lalor Secondary College Student Code of Behaviour*

*Lalor Secondary College Student Engagement policy*

*Bus Safety Act 2011*

*Road Safety Act 1986*

*Working with Children Act 2005*

*Lalor Secondary College School Bus Administrative Folder*

*Lalor Secondary College Camps and Excursions policy*