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LALOR SECONDARY COLLEGE

School Bus Policy

2024-2026

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 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. Lalor Secondary College is also committed to a culture of continuous improvement where systems and process reflect the appropriate level of risk at any given time.

DEFINITION

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

Management will:

- Ensure Lalor Secondary College 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](#)
- 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.
- 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 three hours.
- New drivers must undertake an induction with Steve Campbell or Adrian Swallow 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.
- 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