# Bus Safety Policy

[Insert School Name] 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. [Insert School Name] is also committed to a culture of continuous improvement where systems and process reflect the appropriate level of risk at any given time.

Management will:

* Ensure [Insert School Name] 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](https://www2.education.vic.gov.au/pal/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](https://services.educationapps.vic.gov.au/edusafeplus) and to [Bus Safety Victoria](https://transportsafety.vic.gov.au/bus-safety/risks/how-to-report-a-bus-incident/notification-of-bus-incident)

This policy was first accepted by insert school council name on: [DATE]

This policy was last reviewed on: [DATE]

Signed: ………………………………………………. ………. Date:……………………….

Name:
Position: