# Bus safety related job descriptions

Tailor the following job descriptions to the staff who have bus safety related roles/responsibilities.

## School Principal (or another nominated role)

**Job purpose:** The Insert school name, School Principal has overall responsibility for ensuring the bus service runs safely and for the implementation and monitoring of the insert school name safety management system. To fulfil their safety responsibilities, the Insert school name, School Principal will:

* provide leadership on safety issues
* manage operations and staff to ensure that services are provided in a safe manner
* integrate safety requirements into the position descriptions, performance agreements and work plans of staff
* ensure effective communication processes are implemented across all functional areas
* involve staff in the development of safe work practices
* encourage staff to be aware of unsafe activities and to participate in identifying unsafe areas, including ideas about improvements and training
* ensure that information on safety issues is regularly communicated to staff
* ensure hazard management systems are in place and regularly reviewed and updated
* ensure staff are provided with the training and resources necessary to carry out their responsibilities safely
* monitor the performance of drivers and other staff to ensure duties are performed in a safe and professional manner
* report and, where appropriate, investigate incidents
* evaluate and audit operational and safety systems on a regular basis.

I………………………………………………………………. have read and received instruction on the above job description and agree to abide by the responsibilities outlined.

Signature…………………………………………….. Date………………..

## Bus Driver (or any school staff required to drive the bus)

**Job purpose:** The Insert school name Bus Driver is responsible for operating buses in a manner which ensures the safety of themselves, their passengers and the public and in accordance with all safety relevant legislation and organisational requirements. To fulfil their safety responsibilities, the Insert school name Bus Driver will:

* ensure the safety of passengers
* operate buses in accordance with relevant road laws, other applicable legislation, school policies, procedures and safety instructions
* advise the accredited bus operator of any safety issues discovered during bus operations
* report all incidents and injuries, including completing accident report forms and incident reports, as required
* complete vehicle pre-departure checks
* report any damage, defect or repairs needed to the bus
* not have any alcohol or drugs present in their blood or breath immediately before, or while, driving a bus
* immediately report any matters relevant to the currency of their driver’s licence or driver authority, including details of any criminal charges or offences
* immediately report all health issues or other issues that may affect their fitness to drive
* wear all personal protective equipment (PPE) as issued by the operator
* participate in training and staff meetings as required.

I………………………………………………………… have read and received instruction on the above job description and agree to abide by the responsibilities outlined.

Signature……………………………………………. Date………………..