



Bus Safety

Rationale

- The College is committed to operating in a way that ensures there is minimum risk of injury to workers, passengers and the general public. As the owner, Essendon Keilor College is responsible for the safety of the organisation. The College will promote a climate in which all people are attentive to risks to safety, and will ensure that the appropriate controls are in place to reduce risks to safety so far as reasonably practicable.

Purpose

- To ensure Essendon Keilor College:
 - safely maintains any vehicle it owns
 - hires a vehicle that is roadworthy
 - complies with driver's licensing requirements when using vehicles it owns or hires

Implementation

- All drivers must hold a full, current, drivers licence, be medically fit to drive and will not have drugs or alcohol present in their blood or breath immediately before or while driving the bus.
- Safety is paramount -
 - seat belts must be used at all times
 - appropriate space must be left for safe breaking in all road conditions but especially in the wet
 - ensure that nothing (including body parts) protrude from bus windows
 - safeguard against driver fatigue on long trips
 - take appropriate precautions when towing a trailer
- Student behaviour will need to be monitored for safety reasons and to avoid any repercussions for the College. Food and drink is to be banned inside the bus with bottled clear water as the only exception
- The bus is to be inspected **before and after use** for damage (panels, windscreen, seat belts, etc.) and cleanliness. Any issues are to be reported immediately to your site bus co-ordinator.
- Staff will be responsible for speeding fines and other infringements.
- Bus booking priority will need to be exercised especially for Cross College usage. The buses should be considered as a College resource. All usage must be through the booking system. Camps involving student transport (rather than support and safety) will be considered the highest priority. Only two buses should be booked for one activity leaving the third bus for other events. Issues of bus booking clashes should be referred to the Principal Team.
- Fuel purchase is via a **Shell Card** linked to the vehicle by its registration. If the card is lost, please let Sue (Ext 490) know immediately so a replacement card can be applied for.
- **eTag**: if, when using the eTag, it beeps three times, please let Sue (Ext 490) know immediately. This may mean the eTag is faulty and needs replacing.
- A bus charge rate has been developed. Staff will need to consider the number of students transported, KLA, subsidy, etc. before charging students.
- All drivers must sign a Bus Driver's Declaration to say they have read and will comply with this Policy.
- The College is committed to compliance with the Bus Safety Act 2009 (Vic) and Bus Safety Regulations 2010 (Vic).
- We will strive to continually improve safety performance levels by:
 1. Identifying and assessing safety risks
 2. Putting in place the controls and resources to reduce risks so far as is reasonably practicable.
 3. Monitoring and auditing against this Safety Policy and compliance with the Management Information System and Maintenance Management System
- Suggestions about how safety can be improved will always be appreciated and encouraged within Essendon Keilor College
- Essendon Keilor College has identified key safety performance targets to monitor the performance of this

organisation, including:

- Injuries
- Defect reports

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update mid-August 2017).

Reference:

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>