



Bungaree Primary School Bus Safety Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 5334 0253.

Purpose

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

Implementation

The Principal will:

- Ensure Bungaree Primary School 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](#).

Evaluation

This policy will be reviewed as part of the school's four-year review cycle.

Policy Review and Approval

Created date	May, 2024
Consultation	Staff and School Council
Endorsed/Ratified by	Principal and School Council
Endorsed/Ratified on	June, 2024
Next review date	June, 2028