



BUS SAFETY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact our administration office

Bus Safety Policy

Mallacoota P-12 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. Mallacoota P-12 College 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 Mallacoota P-12 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
- Complete a Drivers Qualifications and Training document and sign our Drug & Alcohol policy

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](#)

This policy was first accepted by Mallacoota P-12 College School Council on: 01/03/2023

This policy was last reviewed on: 01/02/2023

Signed:

Date: 01/03/2023

Name: Dani Morris

Position: School Council President