DANDENONG HIGH SCHOOL

BUS SAFETY POLICY

Preamble
The following Bus Safety Policy is designed to ensure the safety of the driver/passengers and other road users.

Purpose
- As an accredited bus operator, Dandenong High School is required to develop Management Information Systems in line with the Bus Safety Act 2009 [VIC] and the Bus Safety Regulations 2010 [VIC] and DEECD Policies.
- It is the policy of Dandenong High School that the school operated buses are always maintained and managed to a standard which ensures the safety of the driver, passengers and general public.

Implementation
Managing internal control procedures for:
- Driver accreditation including VIT registration or Working With Children’s Check, record keeping
- Bus pre-use safety checks, required servicing and annual inspections
- Safety accountabilities documentation
- Monthly inspection summary and defect reporting
- Fault reporting system – defects and clearance report
- Fleet register
- Register of Drivers and Awareness Training record
- Record of complaints against drivers
- Accident register
- Bus notifiable Occurrence Form
- Annual systems audit
- Emergency management plan
- Driver logs
- Loss of licence must be notified to the school

Record keeping of the above to be updated regularly and maintained for a period of 3 years.

- Any internal or external changes to regularity compliance and the Bus Safety Policies and Procedures to be communicated to the registered drivers via internal email
- All drivers must conduct a hazard risk assessment of each bus trip

In determining what is or was reasonably practicable in relation to ensuring the safety of the bus operations, the following must have been considered:

- The likelihood of the hazard or risk concerned eventuating
- The degree of harm that would result if the hazard or risk eventuated
- What they know, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk
- The availability and suitability or ways to eliminate or reduce the hazard or risk

Dandenong High School recognises the detrimental effects that drugs and alcohol may have on the safety of bus operations and the general health and wellbeing of individuals. To this end Dandenong High School will take all practicable steps to ensure that all persons performing bus safety work and during have a zero level for alcohol and illicit drugs and are not impaired by other drugs.
Implementation (contd)

• All passengers must be drug and alcohol free
• No alcohol to be carried or consumed on the bus

It is the responsibility of every driver when reporting for duty to ensure that they:

• Have no drugs or alcohol present in their blood or breath immediately before, or while undertaking bus safety work or driving
• Are not impaired by drugs or medication/s immediately before, or while, undertaking bus safety work or driving
• Inform their treating health practitioner or pharmacist of the Dandenong High School Bus Safety Policy when being prescribed medications

Evaluation
A minor evaluation will be carried out annually or as required by regulatory compliance updates under the Bus Safety authorities and a major evaluation will take place every 3 years.

SCHOOL COUNCIL ENDORSEMENT DATE: 21st October 2014