



BUS SAFETY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Whittlesea Primary School on 97162140 and whittlesea.ps@education.vic.gov.au

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

Management will:

- Ensure Whittlesea 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 of 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:

- Always driving within the legal speed limit
- Not consuming alcohol or drugs while driving a school bus and complying with the drug/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 Whittlesea Primary School on 19/09/2024

This policy was last reviewed in September 2024

Signed: **Kaylene Kubeil**

Date: 19/09/2024

Name: Kaylene Kubeil

Position: Principal