



**HARVEST HOME**  
PRIMARY SCHOOL

# **Bus Safety**

## **Policy**



# Bus Safety Policy



## Help for Non-English speakers

If you need help to understand the information in this policy please contact Harvest Home Primary School on 8468 9000 or email: [harvest.home@education.vic.gov.au](mailto:harvest.home@education.vic.gov.au)

## POLICY

Harvest Home 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. Harvest Home 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.

Management will:

- Ensure Harvest Home 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

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Referenced in the staff induction process
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions, as required
- Included as an annual reference in the school newsletter, as required
- Made available in hard copy from a Principal class member, upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	September, 2023
Approved by	School Council
Next scheduled review date	September, 2026