Whitfield District Primary School Bus Safety Policy

Whitfield District 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. Whitfield District 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 Whitfield District 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

This policy was first accepted by Whitfield District Primary School School Council on: 16 May 2023

This policy was last reviewed on: 10 April 2023

Signed:

Date: 16 May 2023

Name: Tammy Holton (Principal)