



# Amphitheatre Primary School School Bus POLICY

*Amphitheatre Primary School has developed their own School Bus Policy to ensure all elements required by the Department of Education and Training are included and adhered to.*

## **RATIONALE**

*Students at Amphitheatre Primary School participate in a range of curriculum programs either camps, excursions or other off school campus activities that require they travel in a school-owned bus.*

*On occasions there is a need for larger buses to be hired to transport students to and from a range of venues.*

## **AIMS**

- *To ensure school buses are safely maintained according to the Road Safety Regulations (2009), Bus Safety Act (2009) and Bus Safety Regulations (2020)*
- *To ensure all staff who drive the school owned bus comply with driver's licensing requirements.*
- *To ensure all staff comply with the Bus Safety Act, Bus Safety Regulations and Road Safety Regulations*

## **IMPLEMENTATION**

School must –

- Obtain the prior approval of the regional director before purchasing a vehicle see the Motor Vehicle Guidelines for Schools (2001) under: School Financial Guidelines.
- Not acquire a bus with an adult seating capacity of twenty-one or more passengers
- Be accredited with the Public Transport Safety Victoria if they own a passenger vehicle with more than ten seats (including the driver)
- Ensure vehicles they hire, use, or own that seat up to twelve passengers have seat belts or restraints for children under 7 years of age, see Child restraints
- Maintain roadworthy vehicles and ensure repairs are completed as soon as possible by a qualified mechanic
- Ensure vehicles they own and are annually inspected by a licensed bus tester in accordance with the Road Safety Regulations 2009, Bus Safety Act and Bus Safety Regulations
- Meet all costs of purchase and maintenance of the vehicle
- Only hire accredited, insured, and roadworthy vehicles

Principals must ensure that school bus drivers hold a correct and current driver's license and if appropriate driver's certificate as well as a current Working with Children's Card. Students must not drive buses under any circumstances

- VicRoads is responsible for the licensing of drivers in Victoria and provide advice on the types of licenses required to drive a variety of vehicles including buses used for school excursions and other events, see License Categories
- Staff driving the school bus must have a current full license



Drivers of the bus must adhere to all road regulations, the Bus Safety Act and Bus Safety Regulations at all times.

- In accordance with the Bus Safety Act, drivers of a bus must not have alcohol or drugs present in his or her blood or breath immediately before, or while driving a bus and must comply with any guidelines regarding the form and content of alcohol and drug management policies issued by the Safety Director.

***Under no circumstances is the motor vehicle to be used:***

- ***For private transport purposes exclusively by any person***
- ***For purposes which are not suitable for the type and class of motor vehicle***
- ***When in an unsafe condition***
- ***When the number of passengers exceeds the legal limit; or***
- ***If any passengers do not have access to a seat belt***

***The motor vehicle must be:***

- ***Available for use by all staff according to need***
- ***Driven only by Department or School Council employees***
- ***Used only for, or in connection with the business of the school***
- ***Driven only by drivers with an appropriate and current driver's license***
- ***When unattended, always secured and garaged in a secure area (preferably at the school)***
- ***Maintained regularly to manufacturers recommendations by a recognized service center***

**Resources:**

- ***Bus Safety Act 2009***
- ***Bus Safety Regulations 2020***
- ***Road Safety Act 1986***
- ***Road Safety Regulations 2009***
- ***Working with Children Act 2005***
- ***See Transport Safety Victoria (TSV) for:***
  - ***Bus service accreditation and registration requirements – Types of Bus Service***
  - ***Maintenance requirements – Maintenance Management Systems***

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	New Policy
Approved by	Principal & School Council on 17 <sup>th</sup> March 2022
Date:	Review 2025