



# GUTHRIDGE PRIMARY SCHOOL

## BUS SAFETY POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Guthridge Primary School on 52 44 3633.

### SAFETY POLICY COVER STATEMENT

Guthridge Primary School has developed a safety policy which defines the safety aims and objectives of the organisation. The policy articulates the organisation's commitment to risk management, the development of a positive safety culture and continuous safety improvement. The safety policy has been approved by Guthridge Primary School Council.

The safety policy is reviewed every year by the Council. The review involves consultation with staff and any changes to the policy are submitted to leadership for approval.

The safety policy is a controlled document, requiring the signature of the Principal on behalf of the School Council to take effect.

The safety policy is available to all staff, our local school community and the wider public through our website.

### BUS SAFETY POLICY

Guthridge 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. Guthridge 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 Guthridge 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 Guthridge Primary School Council on: 20th February 2023
- This policy is reviewed annually

## POLICY REVIEW AND APPROVAL

Policy last reviewed	20 August 2024
Consultation	The review includes consultation and request for input from the school council as representative of the Guthridge Primary School community
Approved by	Principal Emily Streitberg
Next scheduled review date	August 2025