

Bus Safety Policy

Benalla P-12 College 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. Benalla P-12 College 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 Benalla P-12 College 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 Benalla P-12 College on:

Basis for discretion:

The basis for discretion lies with the Principal as an operational matter.

<i>Compulsory</i>	<i>School Council Ratification Required</i>	<i>Reviewed</i>	<i>Due for Review</i>
Yes	Yes for Bus Accreditation	February, 2023	February, 2025