

## Bus Safety Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school Principal.

### POLICY

**Leopold Primary School** is committed to providing and maintaining a safe and healthy workplace for all staff and students, including travel for work. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. **Leopold Primary School** is also committed to implementing systems and processes that reflect the appropriate level of risk at any given time.

Principals or their delegate will:

- ensure **Leopold Primary School** complies with all legislation relating to health and safety
- eliminate or minimise workplace hazards and risks so far as 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 and safety
- provide safety equipment and personal protective equipment, where required
- 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 and incidents on eduSafe Plus and to Safe Transport Victoria if required
- use safety equipment and personal protective equipment as instructed
- be familiar with the school's emergency management plan for bus transport.

School bus drivers will adhere to the department's [Work-Related Driving policy](#) by:

- complying with the Victorian Road rules
- not consuming drugs, alcohol and/or medications that might affect their ability to drive safely, and complying with drug and alcohol laws at all times
- avoiding the unsafe use of mobile devices and other technologies
- managing fatigue and avoiding distractions
- wearing a seatbelt and ensuring passengers are wearing seatbelts
- not exceeding the maximum seating capacity of the bus



- reporting all incidents/accidents in [eduSafe](#) and to [Safe Transport Victoria](#).

School bus drivers will also adhere to the **No Child Left on Bus Duty** procedure, which forms part of this Bus Safety policy.

### No Child Left on Bus Duty

**Leopold Primary School** requires all staff who drive the bus or supervise students on the bus to perform the school's No Child Left on Bus Duty (NCLB Duty).

**Leopold Primary School** will incorporate the NCLB Duty in staff driver training, including how to conduct and record post-trip bus inspections to ensure no child is left on the bus.

The NCLB Duty for staff comprises the following:

- A roll of children travelling on a bus trip is provided by the school to the driver (or supervising staff member if present).

Before each trip/leg of bus travel:

- The driver (or supervising staff member) will check off the students on the roll to confirm that all students listed on the roll have boarded the bus before departure.

After each trip/leg of bus travel:

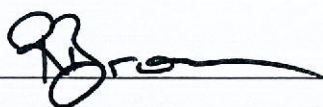
- At the end of the trip/leg, the driver and/or supervising staff member will walk the full length of the bus, inspecting on and under seats to check that no students remain on the bus after the students have disembarked the bus.
- The driver and/or supervising staff member records on the roll that the bus has been checked and that all students have disembarked the bus.

**Leopold Primary School** will keep the bus rolls on file in a secure location at the school as a record that all children boarded and disembarked the bus at the correct location/s, and that the bus was inspected to ensure no child was left on the bus. The bus rolls will be retained for 5 years as per the department's records management policy.

### POLICY REVIEW AND APPROVAL

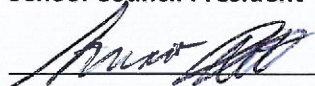
This policy will be reviewed every 3 years or following a relevant child safety incident.

Signed:



School Council President – Ramona Browne

Signed



School Council Executive Officer (Principal) – Stuart Bott

Consultation: School Council Meeting	25 <sup>th</sup> November 2025
This policy is scheduled for review by School Council in:	November 2028



# Work-Related Driving Checklist-Schools

The checklist should be completed by the employee in consultation with the principal or their delegate with reference to the [Work-Related Driving Policy and Procedure](#) on the Department's Policy and Advisory Library (PAL).

Date	
School Name	LEOPOLD PRIMARY SCHOOL
School Address	1 Kensington Road, Leopold 3224
Employee Name	
Type of vehicle (please circle)	Private / School Owned / School Hired / Fleet
<b>Section 1 - Safe driver</b>	
	<b>Checked</b>
Copy of valid driver's licence	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed 'Application to Drive a Pool Vehicle Form' for first time driver (select N/A if completed previously)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Approval from principal or their delegate for private vehicle use on 'Application to use a Private Vehicle on Official Duties Form' and relevant requested documents e.g. vehicle insurance details	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has the driver read and understood the requirements relating to drivers in following chapters of the Department's <a href="#">Work-Related Driving Procedure</a> on the Department's Policy and Advisory Library (PAL): <ul style="list-style-type: none"> <li>• <a href="#">planning the trip</a> (including managing fatigue)?</li> <li>• <a href="#">managing risk factors on the road</a> (including driving offences and the requirements relating to drugs, alcohol and medication, reducing distractions and mobile phones)?</li> <li>• <a href="#">Incident/accident reporting</a>?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have factors that may impair driver safety such as medication been considered by the driver? Further advice has been sought from a medical practitioner, if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section 2 – Safe journey</b>	
	<b>Checked</b>
The driver has a charged mobile phone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the use of public transport or teleconferencing been considered as an alternative to driving?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the driver conducted a passenger count and will not depart if the numbers of passengers exceed the maximum number allowed in the vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the time of day, adverse weather and road conditions and other risk factors e.g. public events, bushfires or flood warnings been identified and addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle manual is available to aid in familiarising driver with vehicle use	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trip/Logbook, emergency telephone numbers and directional tools (maps directory or electronic directory) are available in vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No



Seatbelts (in good order and easy to get at)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reflective vests are available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Engine start-up</b>	
Before starting up the engine, is the parking brake on?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Engine quiet when running (i.e. engine belts working)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the oil pressure gauge at normal position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the windscreen washer and wipers work when operated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
All headlights and taillights, brake lights and indicators work (get help from a work colleague)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the horn working?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all warning lights (for oil, coolant, alternator etc) not illuminated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the steering wheel have excessive play? Check for excessive play in the steering system. When the steering wheel is loose, "has play in it", it is difficult for drivers to correctly know the position of the front wheels.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the clutch have slight resistance? Check the clutch for slight resistance. Too much or too little free play may make it hard to change gears, may cause gears to clash and could cause transmission damage.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Music/radio and climate controls are pre-set	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there sufficient fuel to get to the desired destination?	<input type="checkbox"/> Yes <input type="checkbox"/> No

***Principal or their delegate are to file copies of all completed Work-Related Driving Checklists.***