

St Joseph's School Bus Policy



St Joseph's School
PORT LINCOLN
In all things love

Policy Statement

The purpose of this policy is to ensure the safe and efficient transportation of students to and from school, promoting their well-being and minimizing risks associated with school bus travel. This policy outlines the expectations, responsibilities, and guidelines for students, parents/guardians, drivers, and school staff involved in school bus operations.

Scope

This policy applies to all students, parents/guardians, drivers, and school staff participating in or affected by school bus transportation services provided by St Joseph's School. It encompasses regular bus routes, excursions, and any other transportation-related activities involving school buses.

Responsibilities

School

The school is responsible for the following:

- a) Maintaining registration, insurance, repairs, and general upkeep of the bus.
 - a. Ensure compliance with insurance regulations on bus services and repairs, including the monthly service.
 - b. The school bus must be insured at all times.
- b) Maintaining register of approved drivers for the bus, register must include a copy of:
 - a. Current applicable licence.
 - b. First aid certificate.
 - c. Working with Children Check.
- c) Operate and maintain an appropriate bus booking system.
- d) Operate and maintain an appropriate bus and student tracking system.
- e) Ensuring the bus is securely stored in an appropriate location when it is not in use.
- f) Conducting adequate driver orientations.
- g) Managing bus keys and keep spare keys on school grounds.
 - a. Ensure spare keys are returned immediately to the school if utilised.
- h) Ensuring the bus is equipped with fully stocked first-aid kit and water.
- i) Providing an opportunity for staff to receive training in obtaining a light or medium rigid licence.
- j) Managing all requirements for any approved external user.
- k) Inspecting and filing operations checklist of bus drivers.
- l) Ensuring appropriate emergency procedures are easily accessible and displayed in the bus.
- m) Conducting periodic reviews and evaluations of the school bus policy to identify areas for improvement.



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Bus Drivers

Bus drivers are responsible for the following:

- a) Ensuring they possess and maintain the following items, with the school offering assistance as needed to ensure they are up to date.
 - a. Current bus licence.
 - b. First aid certificate.
 - c. Working with Children Check.
- b) Complete driver orientation before driving the bus and read a copy of this policy.
- c) Complete pre-departure and post-operation checklists for each time the bus is operated, and provide the checklists to the school for filing.
- d) Signing students in and out of the bus tracking software when applicable.
- e) Operating the school bus safely and in compliance with all traffic laws and regulations.
- f) Ensuring the safety and well-being of the students during the journey.
- g) Reporting any incidents or concerns promptly to the school administration.
- h) Ensuring adherence to the designated bus route, deviating only when necessary.
- i) Ensuring the bus is locked and properly secured when it is not being used.
- j) Maintaining a professional and respectful demeanour towards students, parents/guardians, and school staff.
- k) Visually check the bus after each trip to ensure all students and staff have vacated the bus.
- l) Ensure the bus is regularly cleaned including sweeping, removing rubbish, and cleaning the outside.
- m) Reporting any damage sustained by the bus to the school at the earliest opportunity.
- n) Declare any loss or potential loss of licence to the school.

School Staff

School staff members are responsible for the following:

- a) Coordinating and overseeing the school bus transportation program.
- b) Providing clear and effective communication with parents/guardians regarding bus schedules, routes, and any changes or disruptions.
- c) Addressing any concerns or issues related to school bus transportation raised by students, parents/guardians, or bus drivers.
- d) Collaborating with bus drivers to ensure a safe and orderly boarding and disembarking process.

Students

Students are responsible for the following:

- a) Respecting the authority and directions of the bus driver and/or staff member.



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- b) Maintaining appropriate behaviour while on the bus, including refraining from any disruptive or dangerous conduct that may endanger themselves or others.
- c) Boarding and disembarking the bus in an orderly manner, following the instructions of the driver and/or staff member.
- d) Signing in and out of the bus tracking software when applicable.
- e) Occupying their seats and remaining seated throughout the journey, except when directed otherwise by the driver and/or staff member.
- f) Ensuring seatbelts are used while the bus is in motion.
- g) Keeping the bus clean and free from any damage caused by wilful misconduct.
- h) Complying with any additional rules or guidelines specified by the school or the bus driver and/or staff member.

Parents/Guardians

Parents/guardians are responsible for the following:

- a) Ensuring their child arrives at the designated bus stop in a timely manner.
- b) Monitoring their child's behaviour and reinforcing the importance of following the rules and instructions provided by the bus driver.
- c) Adhere to the direction of any supporting software the school implements to support student safety and the bus operation.
- d) Addressing any concerns or issues related to school bus transportation promptly with the appropriate school authorities.
- e) Keeping emergency contact information up to date and promptly informing the school of any changes.

Utilisation

School Bus

The school bus is to be used first and foremost by the school and may be used by the Parish or Diocese if the school does not require it. The school will provide the driver.

The school bus is not to be used by external parties unless authorised by the Principal or Business Manager.

Risk Assessment

This section of the Policy does not include transport of children on excursions as risk assessment requirements for excursions are covered in the Excursion Policy.

Risk assessments must be completed to identify, assess and remove or reduce risks that the school bus may pose to students, parents/guardians, drivers, and school staff. For 'regular transportation',



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being transportation where the circumstances are substantially the same on each occasion, a risk assessment must be completed within the last 12 months.

The risk assessment will cover:

- The proposed route and duration of the transport.
- The proposed pick-up location and destination.
- Any requirements for seatbelts or safety restraints under the relevant state/territory law.
- Any weather hazards.
- The number of adults and children likely involved in the transportation.
- Whether any items should be readily available during transportation (such as mobile phone and spare water).
- The process for entering and exiting the premises and the pick-up location or destination.
- Procedures for embarking and disembarking the transport, including how each child will be accounted for.
- Emergency procedures to be displayed in the bus.
- An operations checklist to be completed each time the bus is operated.
- A check system of the interior of the vehicle to ensure there are no children left behind.

Authorisations for Transport

This section of the Policy does not include transport of children on excursions as authorisation requirements for excursions are covered in the Excursion Policy.

Authorisation for a child to be transported must be given by a parent or other person named in the child's enrolment record as having authority to authorise transportation of a child. For 'regular transportation' arrangements, there must be an authorisation which is less than 12 months old. The authorisation will include:

- The child's name.
- The parents/guardian's name.
- If it's regular transportation, a description of when the child is to be transported.
- If it's not regular transportation, the date the child will be transported.
- The proposed pick-up location and destination.
- Any medical information relevant to the child.
- Advice a risk assessment has been prepared and is available at the request to the school's administration.
- Advice written policies and procedures for transporting children are available at the at the request to the school's administration.



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For students using the school bus for 'regular transportation', the bus driver will keep a record of authorised students and note their attendance on each bus run.

Related Policies

- Camps/Excursions Policy

Related Procedures

- Emergency Response Procedure – Fire
- Emergency Response Procedure – Accident
- Bus Checklist Forms