



BUS SAFETY POLICY

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Consultation: **School Community & School Council**

Approved by School Council: **18.03.2026**

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Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College on 5381 7100, or email horsham.co@education.vic.gov.au

PURPOSE:

Horsham 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. Horsham College is also committed to a culture of continuous improvement where systems and processes reflect the appropriate level of risk at any given time.

SCOPE:

The Horsham College Bus Safety Policy applies to:

- Horsham College Leadership and Principal Class
- Horsham College staff driving and/or travelling on a Horsham College bus

POLICY:

The Principal or their delegate will:

- ensure Horsham 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
- communicate with 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
- maintain work diary related records.

Staff will:

- take reasonable care of health and safety of themselves and others
- follow safe work procedures, instructions, and rules
- participate in any relevant training
- report health and safety hazards

- report all injuries and incidents
- complete pre-trip checklists before departing on any given day
- complete daily work sheets/logbooks where necessary (outside of 100 km radius of home base)
- give the yellow carbon copy of daily logbook sheet to your record keeper (within 21 days).

Pre-trip checklists will be stored in the Bus and additional copies are available from the Horsham College Administration Office. Bus Drivers are responsible for providing, maintaining and completing their logbook and work diary daily sheets. New work diaries can be purchased from VicRoads.

School bus drivers will adhere to the department's Work-Related Driving policy by:

- ensuring they are fit for work and are not fatigued
- 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](#).

COMMUNICATION:

This policy will be communicated to our school community in the following ways:

- available publicly on school website
- included in staff induction processes
- hard copy available from school administration upon request.

REVIEW CYCLE:

This policy will be reviewed in accordance with the Policy Review Schedule.