

Bus Hire Policy 2015

Aims

- A.** To ensure safety of people using hired buses.
- B.** To facilitate safe transport to excursions and camps.

Scope and Application

This policy is available on the school website and applies to:

- A.** Employees
- B.** Students
- C.** Parents
- D.** Community members
- E.** Visitors to the school

Principles

A. Drivers

- 1.** All drivers will have a current Western Australian manual driver's licence for vehicles under 12 people, with the addition of a current F (bus) extension where the bus exceeds 12 people (including driver).
- 2.** Only experienced drivers, deemed responsible by the Coordinator, may drive the bus.
- 3.** The driver is required to ensure all passengers are restrained in an age appropriate restraint, whilst travelling in vehicles carrying less than 12 people.
- 4.** Drivers will never leave the bus unattended while students are on board and will drive defensively at all times.

B. Safety

- 1.** Hire buses fitted with seatbelts are prioritised in all circumstances; where unavailable a standard bus may be used.
- 2.** All passengers and the driver will wear a seat belt at all times when travelling on a bus fitted with seatbelts.
- 3.** The front passenger seat is reserved for adults.
- 4.** Children under four are legally not allowed to sit in the front seat.
- 5.** Appropriate supervision ratios will be maintained at all times.
- 6.** If students misbehave, the driver will stop the bus in a safe place so the teacher in charge can negotiate student behaviour.
- 7.** If a student is aged between four and seven years, legally the child must wear a suitable restraint or safety harness, in vehicles carrying less than 12 people. Where

restraints are required, the vehicle must be fitted with enough anchor points for each restraint.

Responsibilities

A. Council

1. Writing and updating this policy in consultation with relevant parties
2. Supporting the excursion Coordinator or camp organiser in the event they determine a car or driver is unsuitable to transport students
3. Keeping up to date with any changes in legislation.

B. Coordinator

1. Is responsible for ensuring the hire bus meets the schools requirements.

C. Teaching Staff

1. The teacher in charge of an excursion is responsible for the safety, behaviour and conduct of students on the bus, determining appropriate supervision.

D. Bus Driver

1. The driver and supervising teachers are responsible for checking all seatbelts are secure and worn correctly and defensive driving is used at all times.

Related Kerry Street Documentation

A. Policies including:

1. Excursion Policy
2. Camp Policy
3. Transport in Private Vehicles Policy
4. Duty of Care Policy
5. Child Protection Policy
6. Volunteers Policy

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Authorisation and Review

- A.** This policy was authorised by the Kerry Street Council on 13/03/06
- B.** Reviewed and altered Jan 2011

- C.** Passed by Kerry Street Council Feb 2011
- D.** This policy was reviewed in Sep 2012
- E.** Reviewed and accepted by Coordinator and council 07/12/15
- F.** To be reviewed Dec 2021

Helen Sugars Duff