

Croydon Community School & OPTIONS

School Bus Policy



PURPOSE

School owned vehicles are essential and valuable curriculum resources that must be well maintained, well managed, and used in accordance with school and departmental expectations.

SCOPE

To ensure that school council owned vehicles are used and stored safely, appropriately and effectively.

POLICY

- Drivers must be familiar with and will abide by the school's Emergency Management Plan.
- All drivers must complete a briefing/familiarisation session prior to their first drive.
- Drivers must perform a safety check prior to each use of the vehicle.
- School owned vehicles can only be used for school related purposes as determined by the Principal. Private use of school vehicles is not permitted.
- A comprehensive logbook will be maintained, detailing all use of the vehicle.
- Drivers will use the Motorpass Card supplied to purchase petrol for the vehicle and return the receipts to the Business Manager.
- If on returning the vehicle, the fuel tank is showing 1/4 full or under the driver must fill with fuel.
- Keys for the vehicle and lockable garages, plus petrol cards will be stored in a secure place.
- Any driving or traffic infringement will be the responsibility of the offending driver.
- Drivers must not be impaired by prescription medication and must not have any illicit drugs or alcohol present in their blood or breathe before or while undertaking operation of the school bus.
- Drivers are to report as soon as possible to the Principal about any changes or restrictions to their driver's licence or of any ongoing or new health and medical conditions which could impact on the safety of students and staff as passengers.
- The Principal reserves the right to determine the suitability and appropriateness of all members of staff in relation to driving school vehicles.
- In the case of an accident, drivers are to follow the procedures as set out in the log book. If the driver of the bus is deemed responsible for the accident the standard insurance excess will be the driver's responsibility. Payment of the excess will be negotiated with the Principal.
- Any damage to the vehicle must be reported to the Principal or delegate as soon as possible.
- All staff who may drive a school vehicle must provide a current copy of their licence to the Principal. The list will be updated annually and maintained by the general office.
- Drivers must be over 25 years of age and not on a Probationary licence.
- A booking schedule will be located in the school office.
- Any person who uses the vehicle inappropriately may lose the privilege of using school vehicles.
- Other Educational Facilities may apply to the Principal to use the vehicle.
- Two staff must always be on the bus, one at the front, one at the back.
- The bus must be returned cleaned after every use.

REVIEW CYCLE

This policy was ratified by School Council in December 2017 and will be reviewed as part of the school's three yearly review cycle or if guidelines change.