



# Camperdown College

## Bus Safety Policy

### Rationale:

Camperdown College 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. Camperdown College 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 Camperdown College 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**

Camperdown College 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).

Camperdown College 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.

Camperdown College 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.

Students at both campuses who travel on the bus will attend at bus briefing at the start of each school year where expectations will be reinforced.

### **Students will:**

#### **Before Getting on the Bus**

- Arrive at the bus stop on time—5 minutes early is best.
- Wait in a safe, orderly line away from the road.
- Not push, run, or play near the street.
- Wait for the bus to come to a complete stop before approaching.

#### **Getting On the Bus**

- Board the bus calmly, one at a time.
- Use the handrail when climbing the steps.
- Go directly to their seat and sit down promptly.

#### **While on the Bus**

- Stay seated at all times while the bus is moving.
- Wear the seatbelt at all times.
- Use inside voices, no shouting or loud music.
- Follow the bus driver's instructions immediately and respectfully.
- Not eat, or drink unless permitted by the driver.
- Keep the bus clean—no writing on or damaging seats.
- Not throw anything inside or out of the bus.

#### **Getting Off the Bus**

- Wait until the bus has fully stopped before standing.
- Walk to the front of the bus and exit carefully.
- Use the handrail to avoid slipping.
- If you need to cross the road, walk in front of the bus at least 10 steps away where the driver can see you, and cross only when the driver signals that it is safe.

#### **General Safety**

- Report any bullying or unsafe behaviour to the driver or a teacher.
- Respect others' property and personal space.
- Keep electronic devices on silent (or use earbuds if allowed).
- Follow school behaviour expectations—bus time is still part of the school day.

### Bus Passes

- Students are required to bring a note from home requesting to use the bus service to travel to a friend's house or for training purposes in order to obtain a bus pass.
- Permission to travel on the bus will be dependent on capacity.

Breaches of rules may result in a **Notice of Concern** being presented to the school.

If behaviour does **not improve**, or if a student commits a **serious or repeated breach**, further action may be taken.

This may include:

- Contacting parents or guardians
- Temporary suspension from bus travel
- Ongoing review of the student's eligibility to use school transport

All decisions will prioritise the **safety and wellbeing** of all students and staff.

### Communication

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

- Available publicly on school website
- Included in staff induction processes
- Included in our staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Discussed at student forums/through communication tools
- Hard copy available from school administration upon request

### POLICY REVIEW AND APPROVAL

Policy last reviewed	26/11/2025
Approved by	Principal & School Council
Next scheduled review date	November 2027