



# SCHOOL BUS POLICY

## Rationale

To ensure that drivers of the school bus have the qualifications and competency to ensure the safety of passengers and that the bus is properly maintained, roadworthy and registered at all times.

## Scriptural Context

*“Ask and it will be given to you, seek and you will find; knock and the door will be opened to you.”  
Matthew 7:7*

## Aims

The school has a 33 seater bus for use in transporting students and staff for curricular excursions, sport and other school activities. The bus may also be used by other Catholic groups and organisations with prior approval from the Principal.

- Only drivers who hold the appropriate licence are permitted to drive the bus.
- The bus must be maintained to an appropriate standard of safety and cleanliness such that it reflects well on the school at all times.

## Guidelines

Maintaining a safe and roadworthy bus is the responsibility of the school. This policy outlines measures that need to be implemented to ensure the safety of all staff and students. It is the responsibility of the Principal or delegated person to ensure that these guidelines are followed and practised. Management, staff and families each have a role in the effective use of the school bus.

The following are to be adhered to:

- Recognise that the bus is to be utilised first and foremost by the school
- Allow the parish, other Catholic schools and other Catholic entities to use the bus when it is not being used by the school
- Provide the opportunity for staff to receive training in obtaining a medium rigid licence (Minimum license for a person to drive the bus which has two axles and has a GVM of over 8T)
- Ensure there is a system in place to book the bus through the school office and entered onto the school’s Google calendar
- Ensure that the bus is maintained and serviced as per the requirements of the make and type of bus
- Ensure there is a system in place to house the bus, including cleaning facilities
- Arrange insurance cover for the bus and its drivers

## Guideline Indicators

### General Management of the School Bus

The Principal is responsible for the school bus in conjunction with the school’s bus drivers prior to any bus being driven by any person.

Specific responsibilities:

1. The registration, insurance, maintenance and general upkeep of the bus.
2. Maintenance of the register of approved drivers for the bus which must include a copy of a current licence. This is to be filed in the Administration Office. The licence requirement is:

Bus Vehicle	Minimum License Level
2011 Bonluck Coach	Medium Rigid MR

3. Completion of a *Working with Children Check* by any person proposing to drive the school bus when transporting children.
4. Driver orientation.
5. Driver reports and subsequent actions required.
6. Manage all requirements for any approved external user.
7. Ensure that the bus is cleaned once a semester by the school cleaner.

### **Bookings and Keys**

1. The school bus may only be used for school, parish and diocesan events and activities.
2. All bookings are to be made through the Administration Office on the online school Google calendar.
3. Keys will be kept in the locked key cupboard Administration Office.
4. The bus keys may not be accessed unless the bus is booked.
5. The driver must on completion of the journey return the keys to the Administration Office.
6. Use of the bus other than for approved school events and activities may not occur without the prior approval of the Principal and/or delegate.
7. When the bus is booked for school excursions the cost is 80% of standard bus hire.
8. A booking fee for other Catholic organisations and Catholic schools will apply. The fee is a \$1.00 per kilometre rate. An additional fee of \$50 per day will be charged for local Nambucca Valley bookings. *(Booking fees do not apply to the Nambucca Valley Parish or St Mary's School, Bowraville; however, the bus will need to be returned with a full tank of fuel)*

### **A School Staff Driver of the School Bus must:**

1. Have approval of the school (through the Principal) to drive the bus and be on the register of School Bus Drivers, have a current license to drive the bus and be aged 25 or over.
2. In the event of a license being suspended or cancelled or otherwise endorsed, the school must be advised before the driver accesses the bus.
3. Have completed a driver orientation conducted by the Principal and / or delegate before driving the bus, including being presented with and reading a copy of this policy.
4. Complete a pre-departure check of the bus before each journey using the checklist which is stored in the bus near the driver's seat.
5. Return the bus at the agreed time and place. If there is an alteration then the school must be notified.
6. Ensure the bus is locked and the keys are returned to the Administration Office.
7. Ensure the bus is parked correctly and in a secure place and that the battery isolation switch is in the off position.
8. Report all breakdowns and all accidents ensuring all particulars of any other vehicle or property involved are included (in the report).
9. Be aware that traffic infringement penalties are the responsibility of the driver recorded driving at the time.
10. Report any medical problems of the driver or passengers that become known.
11. Collect keys from the Administration Office and complete the log book in the bus at the commencement and completion of all journeys.
12. For journeys of 100km or more in one direction, drivers must complete their own log book in addition to the bus log book.
13. Have a zero alcohol reading when driving the vehicle.
14. Not be affected by medication or other substances when driving the vehicle.
15. In the event that the bus is approaching an open weigh station, the driver must pull in, in accordance with RMS laws.
16. Accept responsibility for the conduct of all passengers while the vehicle is in use.

17. Before and after driving check the bus for any damage, rubbish from the previous use of the bus, markings and scratches both inside and outside the bus.
18. Record all damage, markings, scratches and/or seat damage in the log book and also report any damage to the Principal on the same day or, if identified on a weekend, the next working day.
19. Ensure that at the conclusion of the journey all passengers are directed to collect all rubbish on the floor or seats and place it in garbage bags stored on the bus, with the driver taking the bag to a rubbish bin.
20. At the conclusion of the journey ensure the fuel gauge indicates there is a full tank of **DIESEL** fuel in the bus. Fill the Adblue tank if this is less than one quarter of a tank. The driver is required to fill the tank using the school's Caltex fuel card, which is kept next to the driver's seat in the small net pocket. On a longer journey, the bus can be filled up with fuel using the Caltex fuel card at any Caltex depot, or if no Caltex is available, the driver will pay and be reimbursed by the school on their return.

### **School Bus Housing**

Drivers are to:

1. Undergo an orientation of the bus port by way of,
  - i) becoming familiar with relevant procedures for parking the bus;
  - ii) use of cleaning materials;
  - iii) become familiar with the security of the school.
2. Ensure that the bus is locked and parked in its assigned place next to the Maintenance Shed.

### **Insurance**

- The school bus must be insured at all times.
- The bus is to be insured through Catholic Church Insurances to cover damages and public liability.
- Bus insurance premium is to be included in the annual school budget.
- Insurance cover only applies to recognised Catholic entities, including Catholic schools, parishes and other Catholic organisations.

### **A Non-School Staff Driver of the School Bus must:**

Complete a Use of Vehicle Agreement/Application Form prior to use (See attached)

### **Bus Rules for All Passengers**

1. No smoking on the buses.
2. At the end of the journey passengers are required to remove all rubbish from the bus under the supervision and direction of the driver.

### **Roadside Assistance**

The school bus is registered with the NRMA for Roadside Assistance. A card with the relevant phone number and policy number is kept next to the driver's seat in the small net pocket.

### **Reflective Materials**

- St Joseph's Hunters Hill Buses Policy, 2011
- Heavy Vehicle Driver Handbook, RMS, 2012
- St Ignatius' College Riverview, Bus Policy and Procedures, 2012

This policy was last ratified by St. Patrick's School Advisory Council in ...	March 2012
Reviewed in	Nov 2015, Feb 2020



**St Patrick's Primary School, Macksville**  
**Use of Vehicle Agreement/Application Form for non-school drivers**

This application/agreement is to be completed and signed by the driver in conjunction with the attached CONDITIONS OF USE OF SCHOOL BUS requirements.

Name of Organisation/Individual: ABN/ACN as applicable .....	Address of Organisation/Individual:
Person making the booking:	Date request made:    /    /
Telephone:	Mobile:
Email:	Driver's Name (must be aged 25 or over):
Driver's License No (Please also provide a copy): ..... Expiry Date:..... License Level: MR.....HR (circle level you hold)	Driver's Daytime Telephone during hire .....
Driver's Mobile:	Driver's Email:
Date of use:    /    /	Date of Return:    /    /
Time of Pick Up:	Destination (s):
Expected Time of Return:	Purpose of Trip:
Number of People Travelling:	Signed: (Designated Driver):
Comments:	

## **CONDITIONS OF USE OF SCHOOL BUS:**

- A copy of the license must be presented to the Principal and/or delegate, prior to the pick-up of the bus. A copy of the license will be taken and kept on file.
- A driver must hold a current MR Class license (or higher) for driving the school bus.
- Only the nominated driver is authorised to operate the vehicle.
- The driver of the vehicle, named on the agreement/application form must be 25 years or older,
- The user of the vehicle must complete and sign the St Patrick's School Agreement/Application Form.
- Medical problems of the driver or passengers must be reported immediately and every endeavour made to manage the circumstances.
- The driver must have no alcohol or have consumed drugs. It is an offence for the driver to have any alcohol or drugs in their system whilst driving the bus.
- Responsibility for the bus is transferred to the user when the keys are collected.
- The driver is to complete the pre departure checklist before leaving.
- The bus Log Book is to be completed at the commencement and the completion of the journey and left inside the vehicle.
- The user of the bus is responsible for the return of the vehicle at the agreed time and place. If there is an alteration then St Patrick's Primary School must be notified as set out below.
- The vehicle is to be locked and the keys are to be returned to the St Patrick's Primary School during school terms, at other times an agreed drop of point must be arranged prior to the bus leaving the school.
- The user is responsible for returning the bus in a clean condition ensuring all rubbish is removed and disposed of responsibly.
- The user is responsible for ensuring the behaviour of every passenger is at all times, acceptable and no conduct is permitted which is disorderly or unlawful.
- Smoking is not permitted in the vehicle.
- No alcohol is to be consumed in the vehicle by drivers or passengers.
- No animals are permitted in the vehicle with special exemption for registered assistance dogs with their owners.
- The user must ensure the bus is parked correctly and in a secure place.
- Breakdowns and all accidents must be reported and all particulars taken.
- The bus must be returned undamaged with a full tank of diesel fuel.
- Infringements including insurance excesses will be the responsibility of the nominated driver.
- St Patrick's Primary School shall not be responsible for any injury, or loss or damage to property belonging to the user or any person using or travelling in the bus.
- A minimum fee of \$100 will be charged if the bus is not left in an acceptable condition.

**\* THE VEHICLE WILL BE INSPECTED BY THE PRINCIPAL OR DELEGATE  
AFTER EACH USE BY PARTIES OTHER THAN ST PATRICK'S SCHOOL \***

### APPLICANT'S DECLARATION

This application is submitted by, \_\_\_\_\_ and I declare that I have read and comply with the *St Patrick's Primary School, Macksville Conditions of Use of School Bus*; that I take full responsibility for the use of the bus; that the bus will be returned in a clean and tidy state; that I am responsible for the minimum cleaning charge; that the vehicle will be used only for the purposes approved by St Patrick's Primary School, Macksville stated in this application; that the bus will be refuelled upon return, and that the information contained in this application is complete and accurate.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

### DRIVER'S DECLARATION

I, \_\_\_\_\_ declare that I have read and agree with the *St Patrick's Primary School, Macksville, Conditions of Use of School Bus*; that I have no known condition(s) that will impede my ability to drive the St Patrick's Primary School, Macksville bus and that the bus will not be driven by any person(s) other than me, the nominated driver.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**All queries and notifications under the Conditions of Use should be directed without delay to:**

| Principal

**St Patrick's Primary School** | 32 Macksville Heights Drive, Macksville, NSW 2447 |

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