



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

Bus Travel

Purpose

To ensure that school bus travel occurs in a safe manner and in accordance with safety regulations

Responsibilities

The Principal is responsible for ensuring that the school's suppliers guarantee they will meet all legislated safety standards and any safety issues are investigated effectively and resolved promptly.

The Facilities Manager will ensure that school owned buses are serviced regularly.

Heads of Sections are responsible for ensuring adherence to the policy within their sections.

Staff members must ensure that the rules are adhered to as follows:

- No person is allowed in a seat without a front barrier (eg. the rear middle seat, or on the aisle seat directly behind the driver).
- If driving a bus, they have an appropriate driving licence, to be confirmed by Reception when booking the bus.
- All passengers wear seat belts correctly as provided.
- Any faults are reported to the Facilities Manager immediately.

Please lead by example, using the seating provided.

Safe student behaviour

As with any school activity, students are representing the school and are expected to behave in a courteous manner in accordance with the school rules.

Additionally the following bus rules apply:

- Remain seated during travel
- Do not hang or throw anything out of the windows.
- Don't be noisy or unruly. The driver needs to be able to concentrate on driving.
- Wear seat belts as provided
- Comply with all other rules of the bus company

Buses and licence requirements

The school owns two mini-buses which may be booked for excursions through the Keilor East Reception. They are:

- 21 seater (plus the driver)
 - A current light rigid articulated licence and Victorian Taxi Directorate Drivers' Certificate is required to drive this vehicle
 - A copy must be provided to Main Reception prior to driving the bus.
 - Drivers must familiarise themselves with the safety and security features of this vehicle prior to it being driven. This information is available from the Facilities Manager.
- 12 seater (plus the driver)
 - A current drivers licence is required to drive this vehicle
 - A copy must be provided to Main Reception prior to driving the bus.
 - Drivers must familiarise themselves with the safety and security features of this vehicle prior to it being driven. This information is available from the Facilities Manager.

Non school buses

Bus companies used by the School will confirm that they meet all legislated standards and regulations.

Every effort will be made by the suppliers to ensure that seat belt fitted coaches are used for longer bus trips, such as camp, some sports venues (eg: Geelong, Kilmore, Mornington Peninsula and Yarra Valley) longer school excursions and Kindergarten excursions.

Related policies and procedures: Excursions, Bus Booking Form