



BUS SAFETY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the office for further support.

Safety Policy Cover Statement

Sale Primary School has developed a safety policy which defines the safety aims and objectives of the organisation. The policy articulates the organisation's commitment to risk management, the development of a positive safety culture and continuous safety improvement. The safety policy has been approved by Sale Primary School Council.

The safety policy is reviewed every year by the Council. The review involves consultation with staff and any changes to the policy are submitted to leadership for approval.

The safety policy is a controlled document, requiring the signature of the Principal on behalf of the School Council to take effect.

The safety policy is available to all staff, our local school community and the wider public through our website.

POLICY

Sale Primary School is committed to providing and maintaining a safe and healthy workplace for all staff and students. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. Sale Primary School is also committed to a culture of continuous improvement where systems and process reflect the appropriate level of risk at any given time.

Management will:

- Ensure Sale Primary School complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is 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, safety, and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- 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
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed



Sale Primary School

School bus drivers will adhere to the department's [Work-Related Driving policy](#) by:

- Driving within the legal speed limit at all times
- Not consuming alcohol and/or drugs while driving a school bus and complying with the drug and alcohol laws at all times
- Not using mobile phones while driving
- Minimising distractions while driving
- Wearing a seatbelt
- Not exceeding the maximum seating capacity of the bus
- Reporting all incidents/accidents in [eduSafe](#) and to [Safe Transport Victoria](#)

COMMUNICATION

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

- Included in staff Bus Driver induction processes and training
- Available publicly on our school's website
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | October 2025 |
| Approved by | School Council 11/2025 |
| Review Cycle | 1 year |
| Next scheduled review date | October 2026 |