



CARE • SHARE • DO YOUR BEST • BE SAFE

CROYDON SDS

School Bus Safety Policy and Procedure

Croydon Special Developmental School (Croydon SDS) 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. Croydon SDS is also committed to implementing systems and processes that reflect the appropriate level of risk at any given time.

The school-owned buses at Croydon Special Developmental School are used to transport students to and from a range of community and camp activities. This is a valuable extension to the school-based learning programs and provides students with opportunities to practice skills in the wider community.

Student safety is of paramount importance. Staff need to ensure effective management of student behavior and use of safety restraints for seating and wheelchairs.

AIMS

- To ensure that students and staff travelling on our school buses do so safely.
- To ensure bus issues are dealt with effectively and efficiently.
- To ensure bus drivers are aware of their responsibilities.
- To ensure supervising teachers are aware of their responsibilities on excursions and camps.

Implementation:

The school owns two buses:

BS08 EK – 15 seats and 2 wheelchairs

BS08 EJ – 12 persons including driver

Buses must carry **no more** passengers than the maximum number detailed in this policy and in the bus itself.

DRIVER INFORMATION

The Principal reserves the right to determine the suitability and appropriateness of all members of staff in relation to obtaining endorsed licences and driving school vehicles.

To be approved drivers must hold a full licence with the appropriate level of endorsement and are aware of and understand the school bus policy. Licence details must be recorded on the school's vehicle insurance policy prior to driving the buses. All staff who may drive a school vehicle must provide a current copy of their licence to the Principal.

- Drivers should be familiar with and will abide by the school's Emergency Procedures.
- Any driving or traffic infringement will be the responsibility of the driver.
- Drivers are to report as soon as possible to the Principal about any damage to the bus while they are driving.
- Drivers are to report as soon as possible to the Principal about any changes or restrictions to their driver's licence.

- It is the responsibility of all current and prospective licence holders to notify the Principal of any ongoing or new health and medical conditions which could impact on the safety of students and staff as passengers.
- Drivers must be over 25 years of age and not on a Probationary licence.

The driver of a bus must not have alcohol or drugs present in his or her blood or breath immediately before, or while driving a bus. Please refer to bus drug and alcohol policy

AT CROYDON SDS

Management will:

- Ensure Croydon SDS 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

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

- complying with the Victorian Road rules
- Not consuming alcohol and/or drugs while driving a school bus and complying with the 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 [Bus Safety Victoria](#)

BUS EXPECTATIONS

1. Remain well clear when bus is parking or leaving.

2. Do not attempt to enter or exit a moving bus.
3. Keep all parts of body and other objects inside bus at all times.
4. Remain seated until bus is parked.
5. Follow all directions given by an adult.
6. Students will stay seated in the seat allocated to them.

SUPERVISION AND SAFETY

- Staff have the responsibility of duty of care for students when on school buses.
- The staff will ensure that all students are wearing correctly adjusted seatbelts and wheelchairs are securely fastened using authorized wheelchair restraints.
- It is the responsibility of the teacher in charge of the excursion or camp to complete excursion planning and permission forms and risk assessments on Compass, which include bus travel and the program at the venue.
- Teachers and Education Support Staff should be familiar with and will abide by the school's Emergency Procedures.
- Teachers and Education Support Staff will ensure all students travelling by bus undertake revision of bus safety rules and procedures.
- The staff will take responsibility for ensuring that incident / injury reports are written and forwarded to the Principal.
- The principal or their nominee will notify Safe transport Victoria **1800 301 151** (24 hours/7 days) and DET emergency management **1800 126 126** of a bus incident.

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

Croydon 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).

Croydon SDS 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.

- The supervising teacher records on the roll, (Compass Event Handbook – list of student) that the bus has been checked and that all students have disembarked the bus. On return to school, the teacher ensures the marked roll is delivered to AP or Prin office for filing.

Croydon SDS 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.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	Assistant Principal: Judith McDonald Principal: Christine Pillot
Next scheduled review date	February 2027