

## TLK Alesco School Bus Policy

### Preamble

TLK Alesco operates a fourteen (14) seat bus to provide students with access to field visits, excursions and extracurricular activities and a means of providing transport to and from the School. The bus may also be used from time to time by the school's governing body, Tuggerah Lakes Community College (TLCC) Incorporated.

### Scope

This policy applies to the use of the TLK Alesco School bus and prescribes requirements for drivers and students/passengers using the bus.

### Policy Statement

TLK Alesco School is committed to the safety of all road users, especially drivers and students/passengers using the School's bus. In support of this commitment all drivers of the School's bus are required to obey all applicable road rules and regulations. Under the TLK Alesco School Bus Policy, all users, including drivers, of the bus are required to behave in a safe, responsible manner while waiting for, entering, travelling in and exiting the School's bus.

Where possible, the School's bus will be used in preference to hiring vehicles. This may require performing multiple trips to local venues. However if the number of students needing transport in one journey exceeds the carrying capacity of the School's bus or where distance makes multiple journeys impracticable, the hire of a suitable vehicle may be requested/required.

### Booking of the Bus

The School's bus must be booked prior to its use via an electronic calendar managed by the School. The bus will not be permitted to leave the School grounds without prior booking through this system and bookings are subject to approval.

### Keys

Bus keys will be kept in a locked drawer in the school's administration office and are to be signed for in a register when issued and returned. The driver holds responsibility for the safe keeping of the keys while in use and the prompt return of the keys on completion of each journey.

### Logbook

A logbook will be kept in the bus and must be completed for every use of the bus, including refuelling and garaging, to record:

- Driver details
- Odometer readings
- Purpose of journey
- General condition of the bus and
- Any other relevant information.

### Fuel

When the fuel gauge indicates the fuel level is at half ( $\frac{1}{2}$ ) or less on completing a journey, or reaches one quarter ( $\frac{1}{4}$ ) during a journey, the driver is to refuel the bus using the fuel

transaction card, if allocated, to purchase the fuel or by seeking reimbursement for the purchase by presenting the receipt to the School.

## Garaging

Outside school hours, the TLK Alesco School bus may be housed at an allocated driver's private residence where parking, including on-street parking if necessary, provides greater protection against damage or vandalism compared to leaving the bus unattended at the School. If an allocated driver is unable to provide safe garaging or parking for overnight, weekend or holiday periods, alternate garaging is to be arranged at a suitable location that does not present a hazard to the general public or create undue risk of damage, including vandalism, to the bus.

## Private Use

The TLK Alesco School Bus is not to be used for private purposes. When being garaged at a private residence the bus is to be driven from the School to the residential address, where it will be garaged or parked and returned.

## Student/Passenger Responsibilities and Requirements

All students/passengers are required to:

- At all times:
  - Wait for, enter, travel and exit the bus in a quiet and orderly manner
  - Follow the directions of the driver, including in the event of a breakdown, collision or other emergency
  - Not engage in offensive behaviour that could cause any disrepute within the School or the School's community
  - Adhere to the school Code of Behaviour
    - Breaches will be dealt with according to the Code of Behaviour and may include forfeiting travelling in the school bus
  - Respect bus property
    - Person/s causing damage will be liable for the cost of repair/s
  - Not move or run alongside the bus or attempt to touch the moving bus under any circumstance
- Before entering the bus:
  - Remain well clear of traffic area when waiting for the bus to arrive
  - Wait for instruction to board the bus
- On entering and travelling in the bus:
  - Place bags under allotted seat and keep aisles clear
  - Remain in allotted seat with seat belts fastened at all times while travelling
  - Not distract the driver or cause a distraction
  - Keep noise levels to a safe and acceptable level; shouting is not permitted
  - Not throw objects either within or from the bus
  - Ensure that no part of their body or belongings protrude from the bus
  - Not call out or signal to any person or thing outside the bus unless instructed
- On exiting the bus:
  - Remain seated until instructed to exit
  - Remove all rubbish and place it in the allocated rubbish bin when exiting
  - Move well clear of the bus and wait for instruction if proceeding to a venue
  - Wait until the bus has completely driven away before moving away
  - If crossing a road:

- Cross at lights or a pedestrian crossing when possible
- Wait until there is a clear view of the road in both/all directions
- When safe to do so cross quickly.

## Parent/Guardian Responsibilities and Requirements

Parents/guardians are to:

- Observe all instructions given by the School and bus driver
- Not board the bus, unless given permission to board by the driver or School
- Provide written permission for their student/s to:
  - Travel on the School's Bus and
  - Exit the bus at a location other than the School or a designated stop
- Wait near and on the same side of a road as the bus stopping point when collecting students/passengers so avoid the need for students/passengers to cross the road
- Encourage their students to behave in accordance with the School's Code of Behaviour and follow instructions/directions given by School's staff.

## Driver Responsibilities and Requirements

### General:

All drivers of the School bus must:

- Have a current Light Rigid New South Wales Driver's Licence (or a higher level licence if applicable) that is not a probationary licence (N.B. a Class 'C' Car Licence is insufficient)
- Be over twenty five (25) years of age
- Carry a charged mobile phone when using the School bus and provide the number to School's administration office
- Advise the Principal or delegate if they no longer hold a current and/or appropriate Drivers Licence
- Be responsible and liable for any fine/s imposed due to any traffic infringement while the driver of the School bus
- Not:
  - Be impaired by prescription medication
  - Have any illicit drugs or alcohol present in their blood or breath before or while driving the School's bus (N.B. effects may persist for several days following use/consumption)
- Obtain advice from the prescribing health practitioner as to any implications for driving a bus if using prescribed medications and promptly report to the Principal or delegate any implication/s
- Complete the Log Book kept in the School bus for each journey
- Accept responsibility for the conduct of all students/passengers while the bus is under their control
- Before and after driving the bus check:
  - Fuel, oil and water levels
  - For rubbish, removing any found
  - Garbage bag supply is adequate
  - For damage, including markings and scratches, both interior and exterior
- Record all damage, markings, scratches and/or seat damage in the log book and promptly report damage to the Principal or delegate

- Ensure that at the conclusion of the journey all students/passengers are directed to collect all rubbish and place it in garbage bags provided and dispose of rubbish in an appropriate waste container.
- Give clear instructions to students/passengers especially in the event of a breakdown, emergency or collision
- As soon as practicable notify the School Principal or delegate of any incident
- If evacuating the bus students/passengers are to be directed to a safe area away from the road and reminded to behave responsibly
- Not drive the School bus for more than two hours without a break.

#### **In the Event of a Breakdown or Emergency:**

Drivers are required to:

- Immediately stop the bus as far as possible in a safe place
- Activate the emergency hazard lights
- Assess the situation and render any assistance required
- Instruct all students/passengers to remain seated in the bus unless circumstances, including the potential of fire, collision or other hazard, warrant evacuation to a safe area
- In the event evacuation is necessary:
  - Supervise an orderly exit of all passengers
  - Move them to a safe assembly point
  - Stress importance of responsible and orderly behaviour
- As soon as possible notify the School of:
  - Breakdown, emergency or delay
  - Nature of breakdown, emergency or delay
  - Action taken or intended
  - If alternate transport is required
  - Possible extent of delay if known
- In the event of an on-board fire:
  - Stop the bus as safely as possible
  - Activate hazard lights
  - Take possession of the fire extinguisher
  - Supervise a swift and orderly evacuation of all passengers
  - Instruct that belongings are not to be taken where this will impede a rapid and safe exit
  - Ensure passengers assemble in a safe area
  - Give reassurance and stress need for calm, responsible behaviour
  - Call Emergency Services on triple zero (000) or request a responsible passenger to make the call
  - Notify the School or have a responsible passenger notify the School
  - If and when practicable and safe use the fire extinguisher to extinguish, reduce or limit the fire until assistance arrives or it becomes unsafe to continue
  - Not take unnecessary risks in attempting to extinguish a fire under any circumstance.

Where required, the School will:

- Arrange for alternate transport
- Notify parents/guardians
  - Of the known situation
  - The duration of any expected delay.

**In the Event of a Collision involving the School Bus:**

Drivers are required to:

- Stop the bus as safely as possible, if still moving following the collision
- Activate the emergency hazard lights
- Instruct passengers to remain calm and seated
- Move the bus to a safe position at the collision site, if possible
- Ascertain if:
  - There is further potential danger e.g. fire or other hazard which may necessitate evacuation of passengers
  - Any passenger is injured
- In the case of reported or observed injury
  - Assess extent, seriousness and nature of any injury
  - Render appropriate assistance
  - Not move seriously injured passengers, unless a hazard exists that presents imminent danger of further injury
- If necessary supervise an orderly evacuation of passengers able to be moved to a safe position
- Call Emergency Services on triple zero (000) if:
  - Anybody is trapped or injured
  - Police are needed to direct traffic or deal with hazards
  - Any driver appears affected by alcohol or drugs
  - A bus or truck needs to be towed away or
  - Anyone involved fails to exchange details
- Notify the School of the situation
- Remain at the scene, if Emergency Services have been called, until a report has been given to attending Police
- Exchange necessary details with all other parties involved
- Remain with the passengers from the School bus when not required to wait to provide a report to the Police
- Not drive or permit the bus to be driven following involvement in a collision unless assurance has been received that the bus is roadworthy and it is safe to do so. As the driver you may decide if such advice is sound and reasonable
- In event of a tow being required:
  - Arrange for and wait for the tow to occur
  - Ascertain:
    - The name of the towing company
    - Where the bus will be taken
    - When personal belonging may be retrieved
- When Police do not attend, report the collision through the Police Assistance Line on 131 444 as soon as possible if:
  - Anybody is later treated for an injury related to the collision and/or
  - Any vehicle involved was towed from the scene
- Record the incident number issued by the Police Assistance Line and forward this number to the School
- Minor collisions are otherwise not required to be reported to Police (even for insurance purposes).

Having notified the School, the School will:

- Arrange for alternate transport

- Inform parents/guardians of the situation including:
  - Any known injury to their student/s
  - Any delay in students' expected arrival
- Liaise with the Police if necessary.

### **TLK Alesco School Responsibilities and Requirements**

The Principal is responsible for implementing and upholding the TLK Alesco School Bus Policy.

The Principal and delegate/s will:

- Monitor and manage compliance against the requirements of the TLK Alesco School Bus Policy
- Keep a register of all staff licensed and approved to drive the School bus
- Give consideration to reimbursement of costs for a Bus Driving Test and initial Bus Licence for staff, whom the Principal has approved as a potential driver when the School has insufficient licensed drivers
- Ensure the bus is safely maintained and serviced to a roadworthy standard
- Take all reasonable action to prevent the bus from being damaged or vandalised and
- Ensure that the registration and insurance of the bus is maintained and renewed as and when required, in liaison with the Business Manager, TLCC Incorporated.

All matters reportable to the Principal or delegate under this Policy are to be reported to the Chief Executive Officer, TLCC Incorporated, when the Principal is the driver of the bus.