MANAGEMENT

SCHOOL VEHICLES

GENERAL
Concord School has a fleet of school owned buses which are used by each of the five sections to enhance the delivery of programs to our students. The use of school buses enables staff to organise excursions, camps and activities outside of the school without adding additional costs to parent/carers.

RATIONALE
School owned or leased vehicles such as cars and buses are essential and valuable curriculum resources that must be well maintained, well managed, and used in accordance with school and DET expectations.

BROAD GUIDELINES
To ensure that school council owned and leased vehicles are used and stored safely, appropriately and effectively.

IMPLEMENTATION
- Concord School owned buses are managed by the school principal.
- Buses are shared within the school to access activities, excursions and camps outside of the school grounds.
- The Bus QA Coordinator is to oversee the management of the bus including bookings and maintenance.
- Staff can request to use a bus through the Bus Resource Booking system on Compass. The Bus QA Coordinator approves or rejects the booking and notifies the person making the booking of any rejection and reasoning.
- Bus bookings and availability will be indicated on Compass.
- Precedence for use of buses will be given to school camps.
- All costs associated with vehicles are accounted for as part of Concord School’s annual budget.
- All school vehicles will be maintained and serviced in accordance with the manufacturer’s instructions and DET requirements.
- All vehicles will be garaged at the school in lockable facilities, and will be fully and comprehensively insured as per DET requirements.
- School owned or leased vehicles can only be used for school related purposes as determined by the principal.
- Only fully licenced staff members, or other individuals approved by the principal can drive school vehicles.
- Approved persons driving school buses must hold an appropriate bus licence.
- The Bus QA coordinator will conduct 6 monthly licence checks with all fully licence staff to ensure licences are current and drivers report any loss of demerit points.
- Each bus has a comprehensive logbook which all bus drivers must complete each time they drive the bus.
- Logbooks will be presented to the Bus QA Coordinator on a regular basis.
- It is the responsibility of every fully licenced driver to ensure they:
  - have no drugs or alcohol present in their blood or breath immediately before, or while undertaking bus safety work
  - are not impaired by drugs or medication/s immediately before, or while undertaking bus safety work
  - inform their treating health practitioner or pharmacist of the Concord School Bus Vehicle Policy when being prescribed medications.
- If a driver has a condition on their licence (eg. Prescription glasses to be worn, Automatic licence only etc) this must be reported to the Bus QA coordinator who will document this condition. The person with the condition will adhere to this condition while driving the school bus.
- Drivers must complete an induction and dry bus run with a fully licenced member of the school leadership team before they start driving a bus to transport students.
- Bus drivers must report any incidents/accidents to the Bus QA Coordinator and complete an incident/accident report form. Depending on the severity of the incident/accident a Notification of Bus Incident form must be complete by the driver. The Coordinator must then report the incident to the Transport Safety Victoria.
- Keys for vehicles and lockable garage will be stored in a locked cabinet.
- Petrol cards for each vehicle will be stored in a securely locked room.
REFERENCES:

- DET School Policy and Advisory Guide
- DET Procedural Guidelines School Contract Bus Services
- Bus Safety Act 2009 (BSA)
- Occupational Health and Safety Act 2004 (OHS Act)

EVALUATION

This policy will be reviewed as part of the school’s three-year review cycle.