



Bus Safety Policy

Somerville Secondary College 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 Somerville Secondary College School Council.

The safety policy is reviewed every year by the School 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

Somerville Secondary College 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. Somerville Secondary College 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 Somerville Secondary College 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



Bus Safety Policy

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 [Bus Safety Victoria](#)

POLICY REVIEW AND APPROVAL

Policy accepted	February 2023
Approved by	Principal and School Council
Next scheduled review date	February 2024