



# THE GEELONG COLLEGE

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## BUS DRIVER SAFETY HANDBOOK

# Manual Contents

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# Child Safe Program

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## **1. Statement of commitment to child safety**

The Geelong College is a Child Safe School. We have a zero-tolerance stance on child abuse and are committed to the protection of all children from all forms of abuse. The Geelong College recognises that in order to achieve a child safe environment at the College which meets students' intellectual, physical, social, emotional and moral needs, students need to be involved in the creation and maintenance of such an environment.

We are committed to taking a preventative and proactive approach to providing a child safe environment where children and young people are safe and feel safe; they are empowered to use their voices when decisions are being made that affect their safety. We are also committed to providing simple and accessible processes to assist all children to identify and communicate when they do not feel safe. Particularly, this includes those who are Aboriginal and Torres Strait Islander, from culturally diverse backgrounds and those with a disability.

We are clear about our behavioural expectations of every person in our community and are committed to having a shared understanding of and responsibility for child safety. All staff are expected to uphold a culture that protects children from all forms of harm.

## **2. Child Protection Officers**

select [LINK](#) for Poster of Geelong College Child Protection Officers

# Accredited Bus Service

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## 1. Mission Statement

The Geelong College recognises that it has a responsibility as far as practicable to provide and maintain a working environment that is safe with mitigated or controlled risk to individual health and welfare.

The College is committed to operating all bus services using structured Management Systems that outline the obligations as an accredited bus operator. The Geelong College is committed to compliance with the requirements of the Bus Safety Act 2009 (Vic) and Bus safety regulations 2010 (Vic). The bus operator and registration schemes have been simplified and consolidated into one accreditation system. These changes came into effect on 1<sup>st</sup> March 2022.

The Geelong College will continually strive to improve bus safety performance levels by:

- a. Ensuring all drivers hold a driver accreditation under Division 6 Part VI [Transport \(Compliance and Miscellaneous\) Act 1983 \(Vic\)](#)
- b. Ensure all College buses comply with the vehicle standards applicable to buses under the [Road Safety Act 1986 \(Vic\)](#)
- c. Ensure College buses comply with, or are operated in accordance with, the Bus Safety Regulations (BSR)
- d. Complete scheduled audits of the Bus Management Information System and the Bus Maintenance Management System to identify any deficiencies in those systems and rectify any deficiencies found during the audit or as a result of the audit.
- e. Ensure the safety of the Bus service so far as reasonably, practicable under s 15, Bus Safety Act (BSA) 2009
- f. The Geelong College must ensure that each bus used to provide the bus service undergoes a [safety inspection](#) annually, or at prescribed intervals, in accordance with the Bus Safety Regulations (BSR).
- g. The College maintains and implements an [Alcohol and Drug Management Policy](#) that complies with Bus Safety Victoria (BSV) guidelines.

## 2. Application and Implementation

### a. Driver Fitness to Drive & Work Rest Hours

Driver Fitness to Drive & Work Rest Hours Guideline

This Guideline is designed to provide a clear reference for Drivers to adhere to when assessing fitness to drive, understanding Work Rest Hours and completing Driver Work Diaries.

All College bus service Employees and Contractors are responsible for complying with the requirements of this guideline, carrying out their duties in a safe manner and presenting themselves fit for work.

#### i. Bus Service Employees & Contractors must:

- Undertake an Annual Fitness to Drive medical including Health Questionnaire with a General Practitioner
- Report problems relating to their fitness for work as soon as these become known
- obtain a medical clearance if requested
- Cooperate with the College in assessing fitness for work problems and designing suitable controls
- Manage individual factors such as fatigue, alcohol and drug use

### b. When you must record in a work diary

You must record in a work diary if you will drive outside a radius of 100km from your base (100+km work) under standard hours.

You must use a work diary if you work under Basic Fatigue Management Hours (BFM), Advanced Fatigue Management Hours (AFM) hours or exemption hours (regardless of whether or not you are driving outside a radius of 100km from your base).

You are not required by law to obtain or record in a work diary if you always do local work (i.e. driving only within a 100km radius of your base) under standard hours. If you occasionally do 100+km work, you must obtain a work diary and record all the required details on any day in which you do the 100km+ work.

- ! You must record all details for each day on which you do 100+km work, beginning from the time you first start work, including any local work you do on that day.
- Only ever record information in a single written work diary at any one time.

**Example: -**

Bus Driver One, starts work one day at 6am doing the local school run.

All Bus Driver One's planned trips are within a 100km radius of his base (i.e., local work).

However, at 10am Bus Driver One is asked to do a 100+km trip – in other words, a trip that will take him outside a 100km radius from his base.

Because Bus Driver One is doing 100+km work that day, he has to make sure he records all work and rest hours he has that day, including the local work.

**c. Rules for counting time**

The counting rules require that you always:

- count forward from the end of a rest break, never from within a work or rest period
- count all periods of time (i.e. work time and rest time) in 15-minute blocks
- count time periods of 24 hours or longer forward from the end of a relevant major rest break relevant to the period in your hours option.

**i. Work time is rounded up**

Work time limits are maximum limits, so work time is always rounded up to the next 15-minute interval. For example:

- 6 minutes work is counted as 15 minutes of work time
- 32 minutes work is counted as 45 minutes of work time
- 2 hours and 21 minutes of work is counted as 2 hours and 30 minutes of work time.

**ii. Rest time is rounded down**

Rest time limits are minimum limits, so rest time is always rounded down to the last 15-minute interval. For example:

- 12 minutes of rest does not count as rest time
- rest between 30 minutes and 44 minutes is counted as 30 minutes of rest time
- 6 hours and 40 minutes of rest is counted as 6 hours and 30 minutes of rest time.

**iii. Work and work time**

Work time is not just driving, it means driving **AND** any task relating to the use of the vehicle, including activities such as:

- inspection, servicing, or repair work
- attending to the load or to passengers
- loading and unloading
- cleaning or refuelling
- recording information in a work diary or other document
- performing marketing tasks

- supervising or helping another person performing any of these tasks.

#### **iv. Rest and rest time**

Any time that a person is not working in relation to a fatigue – regulated heavy vehicle.

#### **d. Bus Travellers**

The Geelong College has developed a Code of Behaviour for all students who travel to and from school, between school campuses and to Co-Curricular Activities on buses. Any instructions given by bus drivers must be strictly obeyed. If negative behaviour does occur, the College is committed to its effective and early intervention through the provision of appropriate counselling and disciplinary procedures.

## **Driver Induction Program**

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### **1. Bus Driver induction process**

#### **a. Position Description**

As part of the onboard induction, drivers are issued with a copy of their Position Description.

The driver reads and acknowledge they have understood the responsibilities of the position by signing the College copy and returning to the Bus Co-ordinator.

#### **b. Driver Qualification and Training Record**

Each driver completes A DRIVER QUALIFICATION AND TRAINING RECORD form.

- This form contains details of driver licence, driver accreditation certificates, fitness to drive medical assessments and other relevant qualifications. All drivers will be required to sign this form as evidence that he/she understands the requirements for Daily Vehicle Inspection, Defect Reporting process, Work Diary and Driving Hour Requirements and Emergency Management Procedures.

Copies of current licences, certificates and permits are attached to each driver's Qualification and Training Record.

#### **c. Key components of the Bus Driver Induction Process**

- i.** Meet the Bus Coordinator and Property Manager
- ii.** Introduction to team members
- iii.** Introduction to Responsibilities and reporting arrangements
- iv.** Tour of workplace
- v.** Health and Safety
  - Fatigue Management
  - Work / Rest Hours
  - Fitness to Drive
  - Behaviour Training
- vi.** Vehicle familiarisation
- vii.** Daily vehicle checklist
- viii.** Vehicle road test drive – route familiarisation
- ix.** On-Road Induction / Bus Safety
- x.** Emergency Management Plan

### **2. Online Access and Training**

There are a number of different IT systems you will access to, to help perform your role:

#### **a. College Staff Portal**

This contains a number of different resources for staff including links to the below systems The portal can be accessed via the following link: <https://gnet.geelongcollege.vic.edu.au/portal/home/staff>

#### **b. College Email address**

This is required for all communication to and from the College including receiving your College payslip.

You can access your email via Outlook on a school computer/laptop.

*(Access to the training computer in the Risk and Compliance Office can be arranged with The Bus Co-ordinator).*

**or;**

- via the 'Webmail' icon on the College Staff Portal

To access the College portal, College email or log onto a College computer you will need to use your College username and password as per the below.

Name: **STAFF NAME** Username: **USERNAME** Password: **PASSWORD**

- You can also add the email account to iPhone or Android smart phone.

### **c. The Geelong College Policy Intranet Site**

Access the College Risk Management Program via; <https://geelongcollege.cspace.net.au>

**or;** via the **CompliSpace** icon on the Staff Portal. 


To login, just click on the 'Sign into The Geelong College' button. If this doesn't work, use the same username and password that you use to login into your computer.

All College policies are available throughout the Programs outlined on the platform

**or;** Accessed via "TGC Policies and Procedures" Table of contents.

### **d. The Geelong College Staff Learning System.**

- a. Provides you with compliance training as required during the year
- b. Notification emails will be sent when you are required to commence particular training

Click on the **Complispace** icon  on the College Staff Portal and follow the links to access the '**Staff Learning System**'. The first time you access the system it will setup your account via a two-step process, use the ICT help desk Guide on the Portal for assistance with this process. The Bus Co-ordinator will also be able to assist you with setting up your profile for the first time. After this initial setup your browser should remember the settings selected. If you have any questions about the Staff Learning System, please contact The Risk & Compliance Officer on ext. 105. For technical questions or if you are unable to remember password, please liaise with our IT Helpdesk on ext. 150, 03 5261 3150 or [Helpdesk@geelongcollege.vic.edu.au](mailto:Helpdesk@geelongcollege.vic.edu.au).

### **e. Onboard online training – Bus Drivers induction module**

Drivers are asked to acknowledge key Policies and Procedures using their CompliLearn Profiles. Modules will be assigned as part of the Induction Process:

# Fatigue Management

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The Geelong College is committed to providing and maintaining a working environment that is safe for all employees.

The Fatigue Management & Fitness for Work Policy ensures that Employees recognise the effect of fatigue as related to safely being able to perform their work and to establish guidelines for work hours to reduce fatigue. The Geelong College recognises fatigue management as a shared responsibility between management and its employees as it involves factors both inside and outside of work.

## 1. What is driver fatigue?

Driver fatigue, or tiredness, is a general term used to describe the experience of being “sleepy”, “tired” or “exhausted”.

The effect of fatigue is both a physiological and a psychological experience which reduces a person’s ability to perform work safely and effectively. Fatigue can severely impair judgement when driving. Driver fatigue can cause lapses in concentration which could prove fatal.

Fatigue is involved in up to 30% of fatal crashes and up to 15% of serious injuries requiring hospital treatment. Being awake for more than 17 hours is similar to having more than two standard drinks and having a blood alcohol reading content of more than 0.05.

Fatigue slowly develops, and drivers often do not realise they’re too tired to drive safely. Managing fatigue is one component of the approach to employee well-being. Drivers must learn to recognise the warning signs and take a break before it is too late.

## 2. Causes of fatigue

- a. Inadequate amount or quality of sleep over an extended period
- b. Sustained mental or physical effort
- c. Disruption of the normal cycles of daytime activity and night sleep
- d. Environmental stresses during sleep (such as light, heat and noise)
- e. Medication (some medications cause drowsiness)
- f. Diagnosed or undiagnosed sleep disorders (sleep apnoea, insomnia, and narcolepsy)
- g. Obesity/bad dietary habits
- h. Night work (causes sleep implications as daytime sleep is less restorative than nocturnal sleep)
- i. Workload and lifestyle choices (illness, children, sport, socialising, studying)

## 3. How to prevent fatigue

- a. Stop regularly, at least once every two hours and take short breaks. Walk around for a while, exercise and breathe deeply
- b. Counteract fatigue with regular healthy food and drink. High protein and low glycaemic index (GI) foods are best, for example, a salmon sandwich on wholegrain bread.
- c. Carry plenty of drinking water in the vehicle
- d. Wear sunglasses when driving to minimise glare
- e. Do not exceed the maximum driving periods specified by legislation
- f. Check what prescription medicines you are taking – some can affect your alertness or cause drowsiness. Check with your pharmacist or doctor.

## 4. General fatigue management strategies

- a. Ensure adequate sleep (minimum six consecutive hours in a single 24-hour period, however the average required a sustained basis is about seven to eight hours)

- b. Set up conditions at home so you can get as much sleep as possible. (Reduce noise, light and disturbances)
- c. Enlist family support for a peaceful environment when sleeping
- d. Stress management (work related and personal)
- e. Promote healthy lifestyle both at work and at home
- f. Have regular health checks. Ensure that you do not have a medical condition that could affect your driving ability

## 5. Non-Conformance Reporting and Corrective Action Procedure

[Non-Conformance Reporting and Corrective Action Procedure](#)

### 4. Associated Documents

- Non-Conformance Report Form ([Link](#))
- The Geelong College Agreement 2021 – 2024 ([Link](#))
- [Driver Fitness to Drive & Work Rest Hours Guideline](#)

## Risk Management

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### 1. Commitment

The Geelong College is committed to providing a safe and healthy environment for all children, staff, volunteers, students. This commitment extends to Road Safety and Safe Transport ensuring that all children are kept safe while travelling as pedestrians, cyclists or passengers in a vehicle.

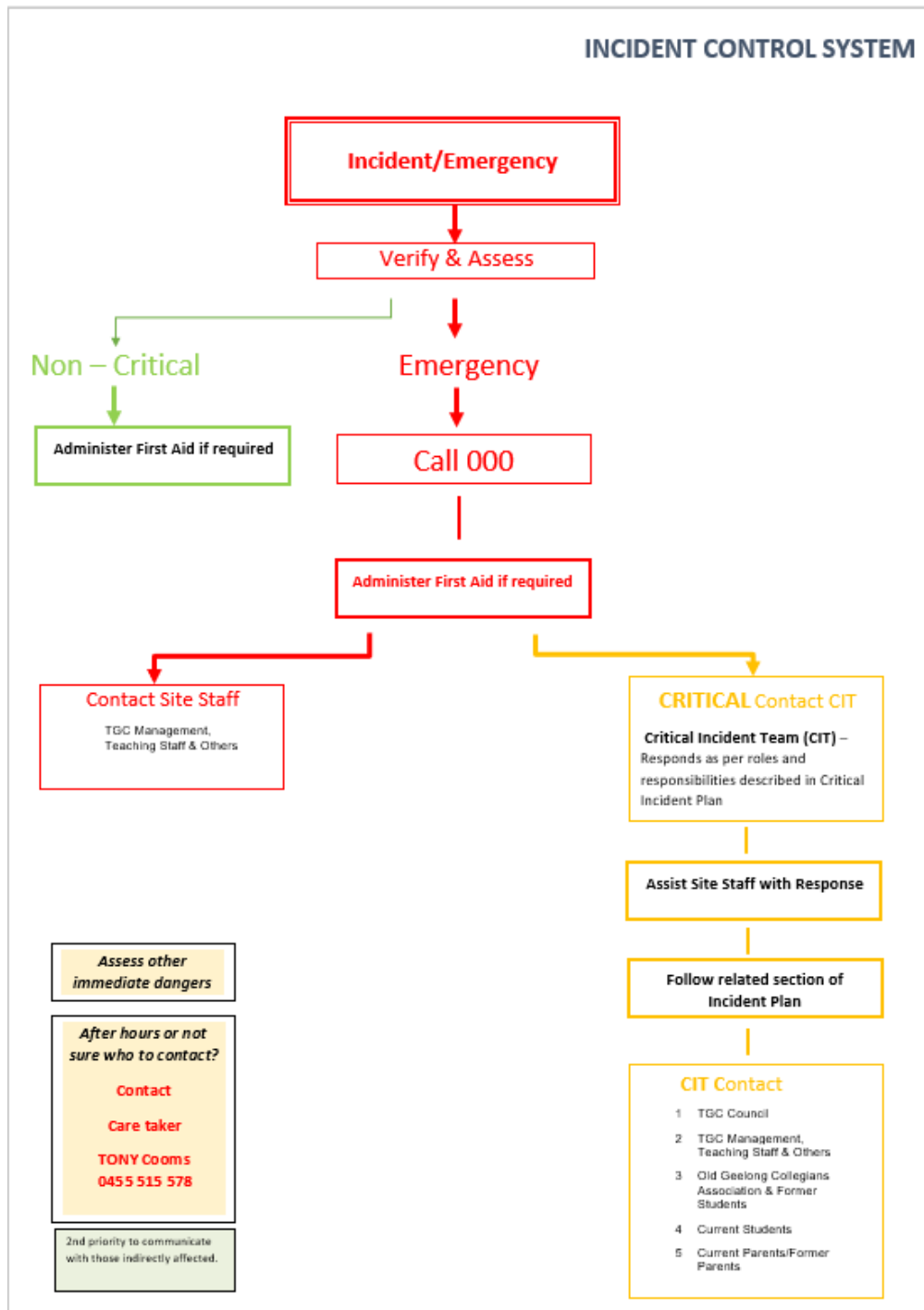
This responsibility applies to the Approved Provider, Bus Drivers, Nominated Supervisor, Persons with Management or Control, Person in day-to-day charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending The Geelong College, including during excursions and regular outings.

### 2. Work Health & Safety (WH&S) Committee

The Geelong College has a WH&S Committee with nominated representatives designated to one or more Work Groups. The committee members been elected to the College WH&S Committee for a term of up to three years.

Follow the link for your representatives: [Workplace Health and Safety Committee](#)

## 4. Incident Reporting



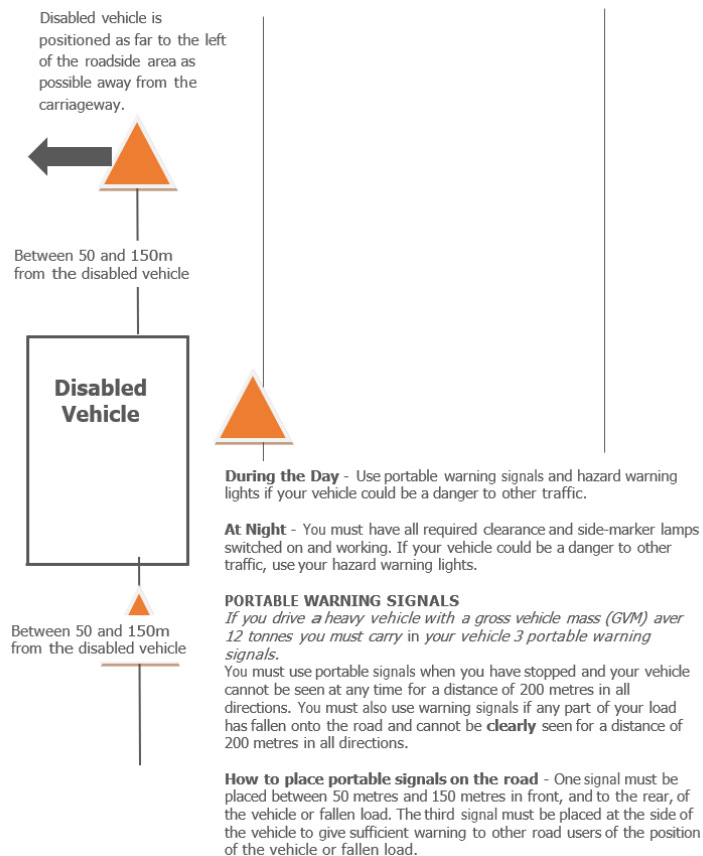
Local Contact Numbers		Other	
Police Geelong	03) 52253100	<b>000</b>	<b>Emergency</b>
Local CFA (Region 7)	03) 5240 2700	1800 240 667	
Local SES	132 500		
Electricity (Powercor)	132 412	1300 783 882	
School Bus Co-Ordinator	03) 5226 3773	Reception	03) 5226 3111
Property Manager	03) 5226 3115	0407 502 803	Mobile
Risk & Compliance Officer	03) 5226 3105	0407 512 720	Mobile

**All accidents/incidents, near misses and injuries must be logged using the College online Incident Reporting Form. This form can be found on The College Staff Portal.**

<https://gnet.geelongcollege.vic.edu.au/portal/home/staff> via the CompliSpace icon .

Once logged via the online form the Incident Report will notify relevant Management Staff to ensure information is gathered. Further risks will be mitigated, and all potential safety issues and hazards considered to prevent further injury or a potential reoccurrence of the incident.

## 5. Position of Vehicle and Warning Devices



## 6. Drivers Evacuation Action Plan

### a. As long as it is safe to do so, passengers should always remain on the bus

Risks that may pose a threat to passengers and therefore cause an evacuation.

- i. Bus is isolated in a dangerous position.
- ii. Bus has caught fire or has toxic fumes.
- iii. Bus has been involved in a road accident
- iv. There is a suspicious item found on board

In all cases it is important to remain calm and decisive.

In the case of you being incapacitated, enlist the help of others to take control.

### b. Your first priority is towards the safety of your passengers

- i. Park the vehicle in the safest place possible
- ii. Apply the park brake and activate hazard lights.
- iii. Open the passenger door and turn off the ignition and/or battery isolation switch.
- iv. Assess the scene.

### **c. Things to consider**

- i.** Is the scene safe?
- ii.** Alert Emergency Services **000**
- iii.** When evacuating
  - select the safest site
  - consider road hazards
  - wind direction in the case of gas/fumes/smoke
- iv.** In the case of casualties render assistance
- v.** seek assistance/delegate if possible

### **d. Evacuation**

- i. Announcement**

Make announcements over the intercom system and/or in a loud voice advise the passengers to evacuate
- ii. Identify Appropriate emergency exit**
  - **Front service door** – emergency door release button above door or on right hand side panel adjacent to front door (knee level). Press button to release
  - **Emergency exit windows** – identified by illuminated 'emergency exit' sticker. Use the metal point of 'break glass' hammer to shatter window. Run hammer around edge of window to remove glass
  - **Roof hatch emergency exit** – only for use if bus is on its side. Follow instructions on the roof hatch to open
- iii. Nominate**

A safe assembly area at least 200 metres away from the vehicle and delegate a person to evacuate the passengers. Ensure that everybody gets off the bus.
- iv. Advise**

Passengers to leave personal property on the bus
- v. Request**

Assistance from other passengers to help Junior School students or mobility impaired passengers.
- vi. Once evacuated**
  - Call emergency services **000** if not already done so
  - Ensure passengers do not return to the vehicle until safe
  - Contact the College and provide:
    - Brief description of incident
    - Location of incident
  - Liaise closely with emergency services
  - Staff and students must follow instructions
  - Keep the College informed with updates from the scene
  - Help/comfort students requiring assistance
  - Keep all students and teaching staff informed
  - Await further instructions

# Fire Extinguishers

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## 1. Fire Extinguisher Use

The Geelong College buses are equipped with portable Powder Extinguishers

When using a fire extinguisher, remember to P.A.S.S.

**Pull:** Pull the pin. This will break the tamper seal

**Aim:** Aim low, pointing the nozzle or hose at the base of the fire

**Squeeze:** Squeeze the handle to release the extinguishing agent.

**Sweep:** Sweep from side to side at the base of the fire, the fuel source, until the fire is out.

## Fire Threat

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Driving during a bushfire is extremely dangerous and can result in serious injury or death.

### 1. If you are threatened by fire driving

- a. Stop the bus
  - b. Determine if it is safe to proceed
  - c. Ring the Vic Emergency Hotline saved in your phone (1800 226 226)
- or**
- d. Check the downloaded Vic Emergency App

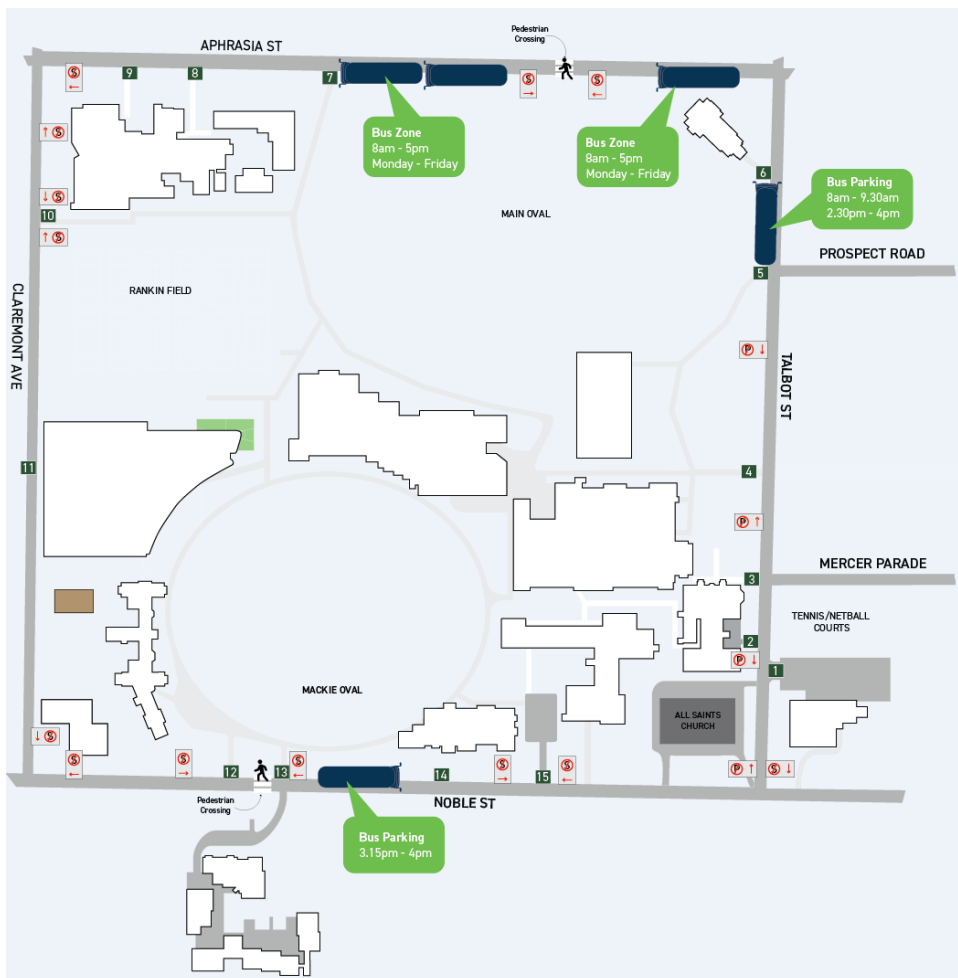
### 2. In the case you are not able to continue or turn around

- a. Position the bus to minimise exposure to radiant heat, away from dense bush
- b. If possible, park behind a barrier such as a wall or rocky outcrop, a high bank or cutting to shield the bus
- c. Ideally, the bus should face toward the oncoming fire front
- d. Park off the roadway, turn on hazard lights
- e. Shut all vents and turn off air-conditioning
- f. Stay in the bus and tightly close windows and doors
- g. Turn the engine off
- h. Cover up with woollen blankets (if available)
- i. get down below the window level
- j. lie on the floor
- k. If forced to leave the bus, use the bus as a shield from the fire
- l. Keep all students/passengers together and keep them informed



# Campus Maps –

## Senior School – Talbot Street Newtown



### Parking Zones – Bus Runs, APS & Excursions

- Noble Street (3.15pm onwards Monday to Friday)
- Talbot Street
- Aphrasia Street

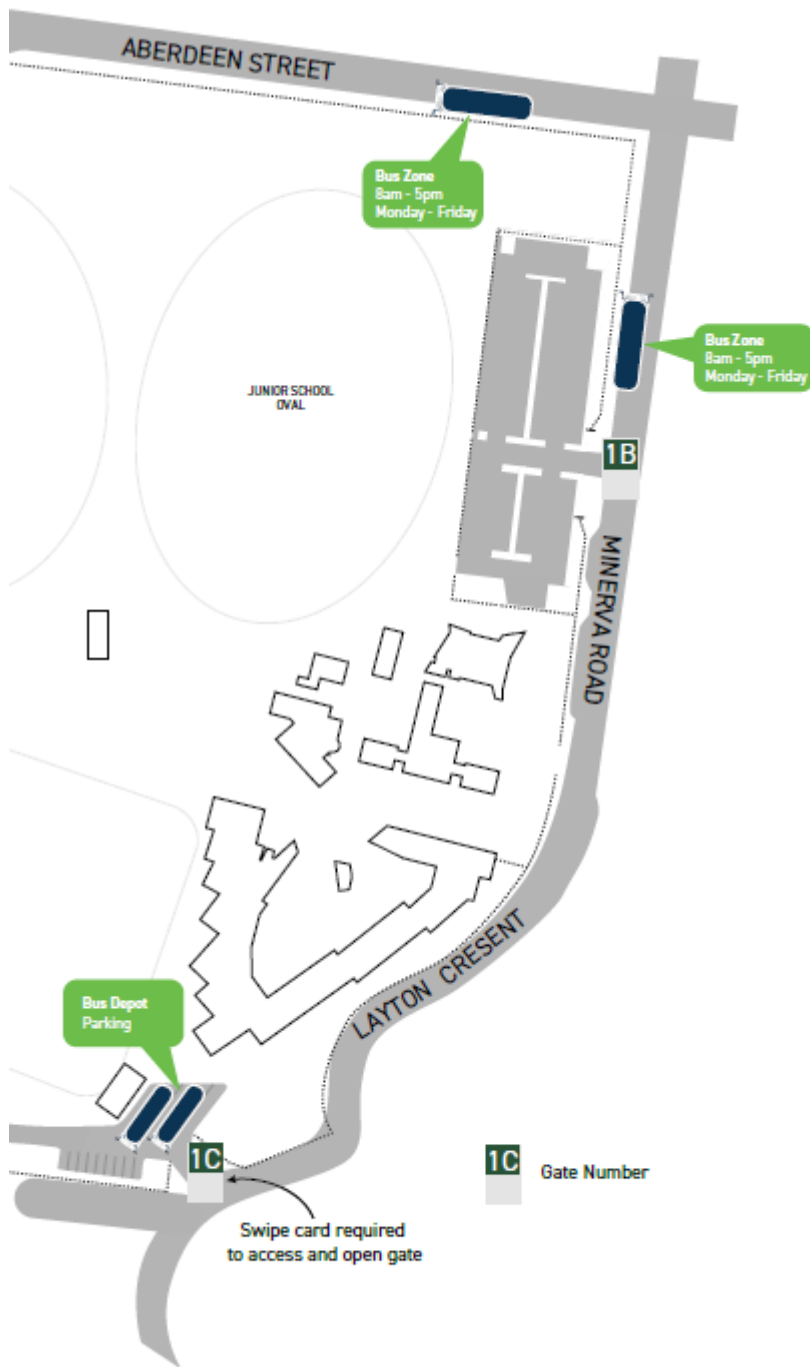
### Davey House

- Property Manager
- Bus Co-Ordinator
- Risk & Compliance Officer
- Payroll

## Middle School – Aberdeen Street Newtown



## Junior School – Minerva Road



### Bus Depot:

- Access
- Egress
- Workshop/Container

Minerva Road parking zone


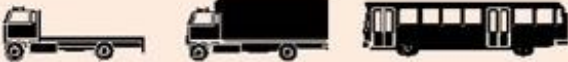

## Cape Otway – Bracks Access Road Cape Otway Via Bimbi Park



# Driving Geelong College Vehicles

## 1. Drive with caution

- a. Ensure you hold the appropriate license for the vehicle you have been allocated

<b>LIGHT RIGID (LR)</b> A vehicle greater than 4.5 tonnes but no greater than 8 tonnes GVM or which seats more than 12 people (including driver).		You are eligible for a LIGHT RIGID licence after holding an Australian car licence for 1 year.
<b>MEDIUM RIGID (MR)</b> Any 2 axle rigid vehicle greater than 8 tonnes GVM.		You are eligible for a MEDIUM RIGID licence after holding an Australian car licence for 1 year.
<b>HEAVY RIGID (HR)</b> A vehicle 8 tonnes GVM and above, with 3 or more axles.		You are eligible for a HEAVY RIGID licence after holding an Australian car licence for 2 years.

- b. Always travel at walking pace in shared zones and give way to pedestrians
- c. Reverse with caution, checking for people prior to moving.
- Check the immediate area around and behind the vehicle using the side mirrors and reversing camera
  - If vision unsure get out and inspect firsthand
  - Alternatively have someone guide you whilst standing in your field of vision (and never behind the vehicle)
- d. Complete the Prestart Safety Checks prior to driving the bus
- Daily and if you transfer to a different bus throughout the day (Immediately tag the bus out of service in the case defects are found causing the bus to be unsafe)
  - Report any defects to the Property Manager and notify the bus is tagged out
- e. Ensure your mirrors are clean and positioned correctly prior to driving the bus.
- f. Ensure you adhere to the Driver Fitness to Drive & Work Rest Hours Guideline
- follow the general rules relating to Work Rest Hours
  - record all the required details on any day in which you do 100km+ work
  - Present your Work Diary to the Property Manager at the end of each week
  - Utilise the knowledge of experienced drivers, Property Manager and the Bus Co-ordinator to ensure you have a sound understanding of the Work Diary, Work Rest Hours, the features of your bus, your route and any difficulties you may encounter
- h. Observe and adhere to all road and safety signage and obey all road laws
- drive within the speed restrictions
- i. Always approach stops with caution
- appropriate speed and ensuring sufficient clearance from the curb
- j. Parking ensuring passengers can access and disembark in a safe manner clear of traffic and other harm
- k. Where possible, stop your bus at designated bus stops on level ground to assist passengers to access/disembark, reducing the risk of slips, trips, and falls
- l. Always exit stops with caution
- use indicator to notify other vehicles      you will be exiting the stop and entering the road/traffic
  - check all passengers are seated
  - Always check both mirrors ensuring passengers are sufficiently clear of the bus prior to driving off
- n. Always adjust your driving according to the road conditions  
e.g., slowly and cautiously if wet weather or road conditions are inferior

- o.** Never drive a bus if you are suffering from undue tiredness, fatigue or illness that may affect your ability to drive safely
- p.** Ensure your Blood Alcohol content is zero (.00%) prior to and during your shift

## **2. Bus Driver Meetings**

Regular Bus Driver Meetings are conducted as a team and drivers are expected to attend. At these documented meetings topics include but are not limited to;

- Annual training requirements
- Safe driving practices
- Any Health and Safety concerns
- Student behaviour
- General bus discussions

## **3. Bus Pre-Start Inspections**

### **a. Pre-Start Check:**

Bus Drivers must thoroughly perform a Pre-Start Check on the bus each day and each time a bus is put into service. These mandatory checks and inspections must be completed prior to the bus starting service regardless of whether there were any issues on the previous bus inspection.

Complete the Pre-Start inspection using the Daily Check Sheet Form

### **b. Hazard and Defect Reporting**

All drivers have a responsibility to be aware of any hazards or defects that are present on the bus.

#### ***i. Hazards should be noted & the bus tagged out of order:***

- The Defect Report Form
- Verbally to the Bus Co-ordinator/Property Manager
- Term Break Maintenance Checklist

This process will enable effective and timely resolution.

### **c. Out of order/do not drive tags**

Used to warn drivers that a bus is defective and not to be driven.

- Do not attempt to start or drive a bus with a tag attached to the steering wheel/controls.
- Do not remove a tag

Always consult the Property Manager or Bus Co-ordinator if you are in doubt about the safe operating state of a bus.

If a defect or fault is identified in transit that may affect the safety of the bus, the driver must immediately stop and phone the Property Manager for further direction.

## **4. Post Trip Inspection**

At the end of each bus route or event:

### **a. Park Safely:**

Secure the vehicle in the designated area, turn off ignition, and secure the bus.

### **b. Inspect the Bus Thoroughly**

- Walk from the front to the back of the bus
- Check under seats, in between seats, and storage areas

- Look for sleeping children, personal items left behind, or medical needs

**c. Complete the Post-Trip Inspection Record**

**d. Report**

- If a student is found on the bus, immediately contact the Bus Coordinator and remain with the student until they are safely returned
- If there are safety concerns (broken seats, sharp objects, spills), report and tag the bus "out of service" if unsafe

**e. Non-Compliance**

Failure to complete the post-trip inspection procedure may result in:

- Immediate investigation
- Disciplinary action in accordance with [Non-Conformance Reporting and Corrective Action Procedure](#)
- Review of the driver's ongoing engagement with the College

**5. Personal Protective Equipment**

Geelong College drivers may carry out their work in hazardous environments in the daily work and operations.

Drivers are supplied with Personal Protective Equipment (PPE) to minimise or eliminate hazards and their potential impact.

**6. PPE:**

- High visibility clothing
- Eye protection
- Gloves

Drivers are responsible to notify management of damaged or worn PPE that needs replacing or repair. Drivers are also responsible for the correct storage and care of PPE.

Drivers are always required to wear a high visibility vest when working in vehicle traffic areas e.g., Bus parking area, yard, placing reflective triangles on or near the road particularly if visibility is poor.

**7. Wearing of Seat Belts**

**a. Drivers** - must wear seat belts whilst driving the bus.

**b. Students** - It is a legal requirement for students to use seat belts fitted on a bus. Bus drivers are obligated to take reasonable steps to ensure that students are made aware of the need to wear seat belts when travelling on the bus.

**c. Seat Belt Protocol**

- Where a school bus is fitted with seat belts, appropriate signage must be displayed reminding students of their obligation to wear seat belts provided
- When a bus driver drives a hire bus fitted with seat belts but not displaying the appropriate signage it is the responsibility of the driver to remind the students to wear their seat belts
- Bus drivers need to remind students to wear their seatbelts

**8. Flat Tyre**

In the event of a flat tyre, contact the Property Manager or Bus Coordinator for further instruction.

**a. Where possible:**

- Pull over and park the bus in a safe area

- Away from oncoming traffic
- On a hard, level surface
- Secure the park brake
- Activate hazard warning lights
- Place warning triangles

### References:

- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulations 2011](#)
- [National Heavy Vehicle Regulator](#)
- [nhvr-national-driver-work-diary-08-2013](#)
- [Workplace Health and Safety Australia](#)

### Related Documents:

- [Child Protection, Environment and Safety Policy](#)
- [TGC Drug and Alcohol Policy](#)
- [OH&S Risk Management Policy](#)
- [Risk Management Program](#)
- [Risk Management Operational Processes](#)
- [Staff Workplace Behaviour Policy & Procedure](#)
- [TGC Staff Code of Conduct](#)
- [Incident Injury Illness Trauma Illness and Investigation Guideline](#)
- [Whistle Blower Policy](#)
- [Staff Grievance Policy & Procedure](#)

### Bus Operation Documents:

- [E/L & OSHC Road Safety Education and Safe Transport Policy](#)
- [Fatigue Management & Fitness for Work Policy](#)
- [Fatigue Management & Fitness for Work Procedure](#)
- [Driver Fitness to Drive & Work Rest Hours Guideline](#)
- [100km Radius Map](#)