



Bus Safety Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Nossal High School on 03 8762 4600 or nossal.hs@education.vic.gov.au

PURPOSE

The purpose of this policy is to ensure student safety when travelling by bus.

POLICY

Nossal High School is committed to providing and maintaining a safe and healthy workplace for all staff and students, including travel for work. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. Nossal High School is also committed to implementing systems and processes that reflect the appropriate level of risk at any given time.

Principals or their delegate will:

- ensure Nossal High School complies with all legislation relating to health and safety
- eliminate or minimise workplace hazards and risks so far as 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 and safety
- provide safety equipment and personal protective equipment, where required
- 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 and incidents on eduSafe Plus and to Safe Transport Victoria if required
- use safety equipment and personal protective equipment as instructed
- be familiar with the school's emergency management plan for bus transport.

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

- must have an appropriate licence
- complying with the Victorian Road rules
- not consuming drugs, alcohol and/or medications that might affect their ability to drive safely, and complying with 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 [Safe Transport Victoria](#).

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

Nossal High School 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).

Nossal High School 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 driver and/or supervising staff member records on the roll that the bus has been checked and that all students have disembarked the bus.

Nossal High School 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in the excursion policy
- Staff handbook

RELATED POLICIES AND RESOURCES

This policy should be read in conjunction with the following Department of Education policies and resources:

- [Duty of Care Policy](#)
- [Buses Owned, Hired or Chartered by a School](#)
- [Work-Related Driving policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2025
Consultation	School Council – 27 May 2025
Endorsed by	School Council – 27 May 2025
Next scheduled review date	May 2029