

1. Matters and information to be contained in the MIS of an accredited bus operator

Our Management Information System (MIS) covers all the elements listed in the contents page. Where appropriate signed copies exist of some documents as a stand alone documents stored permanently on the schools network drive.

2.1 Bus Safety Policy

MIS 2.1a

Safety Policy Cover Statement

Narracan Primary School 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 Narracan Primary 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.

Bus Safety Policy

Narracan Primary School 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. Narracan Primary School 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 Narracan Primary School 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

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](#)

This policy was first accepted by Narracan Primary School Council on: 23rd February 2023

This policy was last reviewed on: 21st February 2024

Signed: Date: 21/02/2024

Name: Monique In der Maur

Position: Acting Principal