



Mernda Hills Christian College

Bus Policy

Document Control

Revision Number	Review Date	Implementation Date	Description of Changes	Prepared By	Approved By
Mernda Hills Christian College					
1	May 2024	May 2024	General review Addition of clause re: cleaning	Principal	Exec leadership

Purpose

Provision of buses for student transport is offered by the college for select families and locations. Ensuring that this service is safe and sustainable means that the buses are properly maintained, managed and driven. This policy details additions to the Adventist School Victoria (ASV) Bus Policy that apply in the Mernda Hills Christian College context in relation to the PB4L Program. References to the ASV Policy are made and this document should be read in conjunction with the ASV Policy.

Implementation

General

1. The buses at Mernda Hills Christian College operate under the auspices of the ASV registration. (Under the Bus Safety Act 2009 (Vic), Operators of non-commercial bus services are required to become registered bus operators. This registration was granted to Seventh-day Adventist Schools (Victorian) Limited on the 21st July 2015), and comply with the Conditions of Registration, as well as the Legislative Obligations, specified in section 22(6) of the Bus Safety Act 2009 (Vic) (Bus Safety Act).
2. It is the responsibility of the Bus Coordinator at each School to ensure that each Bus Driver is familiar with the contents of the ASV Policy and this document.
3. For a summary of the ASV Bus Policy see pages 4 to 5 of that policy.
4. For the appointed school bus coordinator's responsibilities in regard to safe operation, see page 6 of the ASV Bus Policy.
5. All Mernda Hills Christian College buses must be roadworthy as described on page 10 of the ASV Bus Policy.
6. No driver of Mernda Hills Christian College buses is to have any alcohol or drugs in their system at any time. (p11 ASV Bus Policy)
7. Mernda Hills Christian College buses are unable to carry more passengers than is clearly labeled on the rear of the bus. (p12 ASV Bus Policy)
8. All Mernda Hills Christian College buses will comply with the standards for each bus as described in the ASV Bus Policy (p12).
9. Every Mernda Hills Christian College bus will be fitted with working warning lights and School Bus signs as detailed in the ASV Bus Policy, page 13.
10. Every Mernda Hills Christian College bus will be fitted with working and compliant fire extinguishers as described in the ASV Bus Policy, page 13.
11. All drivers of Mernda Hills Christian College buses will maintain a VicRoads logbook if they travel further than 100 kilometers from home base, as described in the ASV Bus Policy, page 14.
12. All bus drivers of Mernda Hills Christian College buses will maintain a weekly bus safety inspection form and maintain adequate records as described in the ASV Bus Policy, page 15.
13. Any defects that are observed during the weekly bus inspection are to be reported to the Bus Coordinator and repaired appropriately, as explained in the ASV Bus Policy, p15.
14. The Mernda Hills Christian College Bus Coordinator is to ensure that all buses are maintained in a safe operating condition and are serviced as described in the ASV Bus Policy, page 15.
15. If any Mernda Hills Christian College bus is involved in an accident, the bus driver should: (ASV Bus Policy, p16)
 - a) Call 000 if necessary,
 - b) Call the Principal, or his representative, and the Bus Coordinator,
 - c) Assist injured children until emergency medical services arrive.
 - d) Move all uninjured children to a location that is safe,

- e) Note the names of all injured children and the location to which they are taken for medical treatment,
- f) Provide police with information.

The Bus Coordinator should:

- a) Notify the Business Manager and Principal of the accident,
- b) Assist the Principal, or their representative, in contacting Parents / Guardians,
- c) Complete the documentation as detailed in the ASV Bus Policy.
- d) Ensure the buses are kept clean (internal and external) with washing once per week and as needed in addition to this.

Mernda Hills Christian College specific expectations

- 16. Mernda Hills Christian College students are expected to:
 - a) Be ready to board the bus on time;
 - b) Make sure bags are kept out of the aisle;
 - c) Buckle seat belts whenever on the bus;
 - d) Keep devices, including laptops, iPads, phones and music storage devices, or similar technology, stored safely in protective cases and bags;
 - e) Remain seated until the bus is stationary;
 - f) Not consume food or drinks;
 - g) Obey the instructions of the bus driver.
- 17. College staff are on duty each afternoon to ensure students board the buses safely and are seated correctly, wearing seatbelts and not using devices before each bus leaves.
- 18. Student Bus Monitors are responsible for asking students to remain seated, with seatbelts on and not use devices, as described in the Student Bus Monitoring Job description.
- 19. If students do not comply, the bus monitors are to report this to the relevant Head of School, on the next school day.