

2014

School Bus Policy



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AL-TAQWA COLLEGE
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INTRODUCTION

Riding a school bus is a privilege extended to students and can be lost at any time for disruptive or unacceptable conduct.

Safe transport of the student's, .It is extremely important that each student be aware of the Bus rules and their responsibility in seeing that the entire operation works smoothly and efficiently. Any act of violence against a school bus driver, or student shall be immediately referred to the principal to hold a disciplinary hearing and make recommendations to the school council concerning the incident.

A student may be immediately removed from the bus and/or suspended from school if there is a serious problem on the bus. Suspension from the bus does not mean a child is suspended from school, but it does mean that parents have to find a way to get their child to school and pick their child up.

The Parent/guardian will be billed for school bus vandalism caused by a student under the age of 18. A police report might be filed for vandalism.

GENERAL OVERVIEW

AL-TAQWA COLLEGE OCCUP- HEALTH & SAFETY POLICY

- Al-Taqwa College is committed to providing a work environment that encourages and maintains safety, health and well being for all drivers, contractors, students and visitors. To this end Al-Taqwa College shall provide and maintain safe premises, equipment and systems of work to eliminate or reduce exposure to hazards within the workplace
- Training on Occupational Health and Safety procedures will be made available to every driver, contractor and other persons as required on a regular basis to ensure their safety
- Every person on site from the most junior position to the most senior has individual responsibility for ensuring the health and safety of themselves and others who may be affected by their actions. This is achieved through adherence to the policies and procedures plus the reporting of safety issues contained within the Al-Taqwa College OH&S manual. Such action will ensure compliance with all legislative requirements and current "state of knowledge" standards
- Drivers and contractors will be formally involved in any workplace change that may affect the health and safety of drivers and /or other people on company premises
- Supervision shall ensure that all Occupational Health and Safety procedures are implemented within their area of responsibility
- This OH&S policy is supported at all levels of the organisation and is to be prominently displayed on all staff noticeboards and other significant locations throughout the workplace

- The Al-Taqwa College OH&S Policy and associated procedures shall be monitored to ensure that they best serve the intention to create a safe working environment. The cooperation of every person involved in the operation is expected to ensure that a safe work environment is achieved

TRANSPORT COORDINATOR

The transport Coordinators oversee all aspects of school bus service including buses, drivers, routes and operation. The Transport Coordinator main tasks

- The Transport Coordinator must ensure all drivers have the following valid documentation:
 - Current appropriate license
 - A work with Children check
 - A driver accreditation certificate
 - First Aid Training
- The transport coordinator must perform checks annually to ensure these documentation and qualifications are still valid. These checks can be carried out towards the end of the school year.
- The Transport manager must ensure the buses in operation are in compliance with the registered operators under the Bus Safety Act 2009 (Vic). Al-Taqwa College is a registered operator to operate a bus service which is not commercial bus service or a local bus service in the state of Victoria. Registration number RO001296.
- **BUS CONDUCT & DISCIPLINARY**
 - The expectations for school bus travel and the consequences for inappropriate behavior is to be reviewed annually with students.
 - This Policy is accessible from the school's website and downloadable for printing.
 - The discipline coordinators will deal with bus conduct cards when submitted.
 - The coordinators may meet with the student named in the bus conduct card to discuss the report and indicate the consequences. Parents will be given a copy of the report and the follow-up taken by the school.
 - Should the consequence include suspension from bus travel, parents will be informed in advance and they will be responsible for transporting their child to and from school during suspension from the bus.
 - A student may also face suspension from school if the behavior warrants it.
 - If the conduct of the student on the school bus is so disruptive, the driver will refer the matter to the transport Coordinator who may recommend to the principal that the student's transportation privileges be removed.

- Incident / injury report to be filed and actioned, for any actions that warrant attention

BUS RULES

- Obey the bus driver, who is responsible for the safety of all passengers.
- Do not disturb the driver while he/she is driving.
- Stay on your seat and do not change seats.
- Sit down while the bus is in motion.
- Be quiet - no shouting or whistling.
- No "rough housing" pushing, fighting, throwing.
- Do not open or close the windows of the bus without the driver's permission.
- Keep all parts of the body inside the bus.
- Help keep the bus clean, sanitary, and orderly. Students are encouraged to help care for and protect the valuable equipment in which they ride.
- A student shall not operate the door.
- Must not cause damage.
- Must not throw any object at bus, in bus, or from bus
- Must not leave at an undesignated stop without written permission.
- Students who ride the bus must *not* walk home unless the school has received a permission note from the child's parent/guardian.

Students to not enter buses without a driver on board

Students to follow procedure and exit bus in a timely / orderly fashion

In the event students do not comply with the conditions of travel, bus drivers are advised to follow the procedure below:

1. The driver will stop the bus
2. The driver will record the full details of the offending student
3. The driver will fill out the bus conduct card and hand it to the school admin office As soon as possible.

BUS CAPTAINS

Bus captains should be appointed by head of Secondary to assist drivers with supervision. They have full authority under the direction of the Principal \ Deputy Principal and should be instructed in the importance of their position and expectations of them in the event of a breakdown or other emergency.

The bus captain is to report all instances of misbehaviour to the Discipline Coordinators \ Transport Manager. Regular meetings should be scheduled between the Heads of Schools, Transport Manager and bus captains.

Bus rolls must be checked daily by bus captains and any student not on the bus roll and without prior permission is not permitted on board and must be reported to the Transport Manager.

Bus captains should not handle students physically whatsoever. Bus Captains are rewarded by 20% discount on the bus fare. (Consider other direct rewards rather than discount).

Bus captains should be appointed by the Deputy Principal or his assistance to assist drivers with supervision. They have full authority under the direction of the Deputy Principal and

should be instructed in the importance of their position and expectations of them in the event of a breakdown or other emergency.

The bus captain is to report all instances of misbehaviour to the Transport Coordinator. Regular meetings should be scheduled between the Transport /Discipline Coordinators and bus captains.

Bus rolls must be checked daily by bus captains and any student not on the bus roll and without prior permission is not permitted on board and must be reported to any staff on Bus duty.

Bus captains should know that the following rules are to be rigidly enforced:

- Students must wait at the bus stop in an orderly fashion, refrain from playing on the roadway, and not attempt to approach the bus until it has stopped.
- No student is to board or leave a bus while it is in motion.
- Students must board or leave the bus in a quiet orderly fashion.
- Students allocated a seat must remain seated for the whole of the journey. No pupil should, under any circumstances, have any part of his/her body protruding from a bus or throw any object within or from a bus.
- Boisterous conduct or any action which may distract the driver is not allowed.
- Students should converse in a normal tone of voice at all times and refrain from calling out to others on board the bus or to passing traffic.
- No food or drink is to be consumed on school buses.
- Smoking by any person is not permitted on a school bus.
- Students must not talk to the driver while the bus is in motion.
- Compliance with the school's code of conduct while undertaking bus travel.

ENTERING AND EXITING BUS

- Wait until the bus has come to a complete stop before attempting to board or leave the bus.
- Follow all Pedestrian safety requirements at the Bus area of the School, including walking on the Pedestrian walkway to access the Bus, not walking in-between buses or on the bus area roadways, using handrails on the bus and wearing seatbelts where these are provided on the Bus.
- Listen carefully to instructions and any information provided to you by the Bus Coordinator, OHS, Duty Teachers or Bus driver.
- **Be on time** to board the Bus, delays result in lateness to school and home and affect class times in the morning.
- Enter and leave the bus in an orderly and quiet manner.
- After leaving the bus, if you must cross the highway:
- Make sure that the bus has come to a complete stop, the door is still open, and the stop signal is extended.
- Wait till the bus leaves and then cross at the nearest safety crossing or if no safety crossing then look both ways and cross road when it is safe to do so

- Walk,. Do not run.
- Do not go in front or behind the bus at any time unless under instructions / supervision from a teacher.
- Stay within sight and hearing of the driver when in the presence of a bus.
- Look both ways; and stay out of the line of traffic until the path across the roadway is free of any danger.

BUS RESTRICTED ITEMS

- Eating not permitted on the school bus.
- No glass No containers of any kind will be allowed on the bus
- Beverages, including drinks of any kind will not be allowed on the bus.
- The use of tobacco is forbidden.
- Radio, CD player, iPod or any other electronic device which plays music or games.

Bus Assignment

Students will ride on the assigned buses. Students will board and get off their assigned bus at selected designations unless written request by the parent /guardian is sent to the Transport Coordinator. The Transport Coordinator has the right to refuse any request for reasons such as lack of space on other buses, safety concerns etc.

- The permission slip is to be signed by the transport manager and then given to the bus driver. No one is allowed to ride a bus other than the buses assigned to him or her without permission. The parents will assume the responsibility of the child when such a request is made and granted.

Violations of the above rules may result in the suspension of bus riding privileges. The following procedures will be followed in dealing with offenders.

- Bus drivers have been instructed to report in writing (Bus Conduct card) all disciplinary problems to the school coordinators.
- The teachers on duty will refer conduct cards to level coordinators
- The level coordinator will deal with students; fill out the conduct card according to the policy. Coordinators will record incident and course of action on teacher kiosk. Recorded information will be available and searchable for future reference and reporting.

FOR PARENTS

BOOKING PROCEDURE

1. Parents of future students wanting to use the school Bus service must book the service when acceptance fees are paid. For new students the booking is confirmed when the offer is accepted by the parent/Guardian. The parents of existing students must book the bus service by End of Third Term. Booking can be made by filling

out the Bus booking form. The form is available from the General Admin office or can be downloaded from the Website: www.al-taqwa.vic.edu.au

2. The booking should be made for the whole year. Partial bookings are allowed but priority is given to whole year booking. Partial booking will be placed on a waiting list and are subject to space availability on the buses.
3. A non refundable fee of \$60 per family is paid at the time the booking is made for current students or an offer is accepted for enrolments. If a student's moves to an area where no bus service is available or the school is unable to provide the service then this condition is waived.
4. All booking cancellations must be made in writing at least one Term in advance. If Cancellation is not made in writing one Term in advance, student might be charged Bus fees for that Term.

Parents must get their child/children ready prior to bus' arrival and at the specific pick-up points, in order not to miss the Bus.

Ensure student is at bus pickup point on time – delays result in lateness to/from school and can affect class times and cause delays.

Although they are reviewed at school, it is recommended that families take time to discuss the specific behaviors which are unacceptable as well as the possible consequences for misbehavior with their children. Any support given to the concepts of safety and respect will be of great benefit.

Procedures".

Parents/guardians will take the financial responsibility for any damage caused by their child
Parents/guardians must ensure the safe transportation of their child should he/she be suspended from school bus travel.

Parents must not board the bus at any time or interfere with the work of the driver, Bus captain nor communicate with other students unless part of an excursion.

VIDEO CAMERAS

Video Cameras maybe used in school buses as means to deter vandalism and identify student activity that may pose a threat to other students and driver. Signage will indicate if a bus has a video Camera installed.

PENALTIES FOR OFFENCES

Student behaviour and discipline on school buses

The discipline Coordinator is responsible for the discipline of students and the communication of acceptable standards of behaviour on school buses to students and families. The discipline Coordinator should meet with students to discuss issues as they arise, to emphasise the need for safety on school buses and investigate complaints. The discipline Coordinator has the authority to take disciplinary measures for misbehaviour, including temporary or permanent suspension from bus travel.

If a discipline coordinator is sufficiently concerned about a student's behaviour, the discipline Coordinator will issue a warning notice to the relevant student or parent/guardian. The discipline Coordinator must maintain adequate and up-to-date documentation, such as reports surrounding incidents of misbehaviour, which may support decisions made in relation to discipline. Any subsequent and formal advice of a suspension from bus travel must be provided to the:

- Student and his/her parents/guardians
- Transport Coordinator

During a period of suspension, a student's transport is the responsibility of their parent/guardian.

1. **First Offence:** Warning
2. **Second Offence:** Loss of privilege of bus travel - 2 school days
3. **Third Offence:** Loss of privilege of bus travel - 10 school days
4. **Fourth Offence:** Loss of privilege of bus travel – Indefinitely subject to quarterly review if requested Parents /guardians must pay the bus fare on time. The transport manager has the right to suspend any students from catching the bus if the bus fare is not paid on time.

Should the student be absent, no deduction is made from the bus fare for that week. The bus fare is paid for the service (seat) and not the number of days a student attends.

One way service is available for parents, however full fare will still apply in this case. Students travelling both ways are given priority over one way students.

Students are permitted to have one pick-up and one destination point only (these points may be different providing it is a daily occurrence). Transportation is provided from home to/from school only. Requests that students be picked up and dropped off at other locations will not be accommodated unless there are exceptional circumstances. The requested change must be a permanent one that will be the same on a daily basis.

Temporary changes may be permitted on an existing route only in cases of emergencies such as a death in the immediate family or serious illness requiring hospitalisation. The temporary change may be considered if all the following conditions are met:

Has been initiated by the parents/guardians by written request. (A bus permission form must be filled out and sent to the Transport Coordinator)

Request is made one (1) school day in advance of requested change;
Conditional on space availability on the bus;
Results in no route extension or deviation.

The transportation system is designed for eligible students. Students who are not normally eligible for transportation will not be accommodated unless the criteria for temporary changes have been met.

It is the responsibility of the parents/guardians to ensure that, when the child is returned after school, there is someone waiting to receive the child.

CHANGE OF ADDRESS

If a parent intends to change residential address, The College Admin office must be notified at least two weeks prior to moving. A change of address form must be filled out. Failure to do so may result in a delay in organising bus service from new address or not providing service at all if service is not available in new area.

FOR DRIVERS

CODE OF CONDUCT

1. Al-Taqwa College Bus drivers must behave honestly and with integrity in the course of Al-Taqwa College employment.
2. Al-Taqwa College Bus drivers must act with care and diligence in the course of Al-Taqwa College employment.
3. Al-Taqwa College Bus drivers, when acting in the course of Al-Taqwa College employment, must treat everyone with respect and courtesy, and without harassment.
4. Al-Taqwa College Bus drivers, when acting in the course of Al-Taqwa College employment, must comply with all applicable Australian laws.
5. Al-Taqwa College Bus drivers must comply with any lawful and reasonable direction given by someone in the driver's Agency who has authority to give the direction.
6. Al-Taqwa College Bus drivers must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with Al-Taqwa College employment.
7. Al-Taqwa College Bus drivers must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the driver's Al-Taqwa College employment.
8. Al-Taqwa College Bus drivers must at all times behave in a way that upholds the Al-Taqwa College Values and the integrity and good reputation of the Al-Taqwa College.
9. Al-Taqwa College Bus drivers must comply with any other conduct requirement that is prescribed in future documents which will be posted on the notice board.

DEALING WITH STUDENTS

- Should a student fail to behave in a manner that demonstrates respect for people and/or property and ensures safe travel to and from school, drivers are required to file a Bus Conduct Card on the student(s) and submit the card to any teacher on bus duty.
- Drivers must not eject a student for misconduct at any place other than his/her home or school.
- Driver must not handle students physically.
- Drivers must work and act professionally and be a good role model to Students.

SAFETY RULES

- Drivers will maintain safety and order on their buses, taking special care when turning out from the school premises.
- Drivers will report all health & safety hazards, incidents, accidents and injuries as soon as possible and fill out the appropriate paperwork as soon as possible.
- Drivers will attend safety training, driver training and refreshers and any other safety information, instructions and meetings arranged by the College.
- Drivers will maintain a current list of College emergency contact numbers on the Bus.

Drivers are to wear appropriate PPE – safety high visibility clothing and closed toed, sturdy footwear.

SUPERVISION

A member of staff should be on duty to supervise students during the arrival and departure of school buses. Where practicable, bus loading areas should be 'out of bounds' to all non-bus users. Parents/guardians setting down or picking up their children at the school should be directed away from the bus loading area.

AM PROCEDURES

- A command person from Al-Taqwa will be the main person in the bus area and it is expected that the drivers will work with this person to maintain a safe environment for students, teachers, staff, other bus drivers and anyone else that may need to be in this area. They are also expected to be courteous at all times.
- In the morning a clear passage to their parking bays will be prioritised by the traffic controllers. If they are held up, a bit of understanding and patience will be required.
- At the parking area the driver will be directed to their parking bay by the Traffic controller only after any students exiting from other buses are safely behind the fence and into the schools premises.
- The drivers are to **drive into** their spot and once parked will turn off their engine until advised by the Traffic controller that it is safe to turn it on.
- The driver will only open their front doors for students to disembark from. The rear door is not to be opened during morning drop off as this makes it harder to control the students.
- The Driver is to check that all students have left the bus and nothing and no-one has been left behind.

- The bus parking bay closest to the grade three building (1st parking bay) is the most difficult one for the driver to drive straight into. This driver maybe be directed by the traffic controller to park across the front of the parked buses (if safe to do so) Once parked, the students will exit via the front door down one of the student walkways.
- Once all students are out of the bus area and behind the fence the traffic controller will signal the drivers to start their engines and then direct the buses out, one at a time.
- Buses that arrive early will be allowed to depart from this area after dropping off their students only if it is prior to the peak times (Between 8:30am and 9:00am)
- Very late buses will be required to drop their students off in front of admin so that the students can clock in via the time clock. (To be confirmed)
-

PM PROCEDURES

- All buses are to be parked, doors open with the driver on board ready for the students prior to students entering through the gate.
- Students will be directed one bus at a time to their buses by an Al-Taqwa supervisor.
- Once on board the driver will close the doors and not start their engine until advised by traffic controller after it has been checked that the area is clear and have confirmed that the driver is ready.
- The traffic controller will direct buses to leave in a convoy of no more than 2 buses at a time. This will allow the traffic controller at Gate 4 to keep the parent traffic moving and clear the area.
- ** If, at any time the driver of a bus is required to leave their bus, they are to lock and secure their vehicle and remove the keys prior to leaving.
- No child is to be allowed onto a bus without a driver on board.
- Drivers outside of their bus will be required to wear a high visibility vest

BREAK DOWN PROCEDURE

In the event of a breakdown drivers are instructed to call the Al-Taqwa College on 92692000 or 0413133834

Then **Identify who you are!** This is “Driver Name_____” here I have a problem with my vehicle. Advise Al-Taqwa College staff if you think you will be delayed.

Describe the problem if minor. If it is of a more important nature, such as brake failure,

Ask the Al-Taqwa College staff to call you on your **mobile phone**.

Stay Calm. Speak clearly and slowly. It is both unprofessional and difficult to understand if you yell or talk very loudly. (Please remember English only).

When instructed to wait for a change over a bus, DO NOT DRIVE ON, as this makes it frustrating for workshop staff to find you and also wastes valuable workshop resources.

If you are instructed to meet a mechanic at a particular place. DO NOT MOVE ON unless you have the mechanics mobile number and you call and arrange another meeting place, if the vehicle is drivable.

In all instances make sure you give precise details as to where you are. e.g. the road you on and the nearest cross street or the exact address.

ON ARRIVAL TO THE COLLEGE.

If a vehicle has a fault that needs to be attended to immediately, A fault sheet must be completed and placed under the windscreen wiper. All other fault sheets are to be placed in the Transport managers room.

INCIDENT REPORTS

Driver are to fill in incident reports if anything should happen on or around your vehicle that is not normal or is not a reportable accident.

If involved in a minor accident please remember to get the other persons

- Name and Address Of Other Person/s
- Registration Number
- Make And Model Of Car
- Colour of Car.
- Contact Phone Number
- Insurance Company If Insured.
- Witnesses.
- If Possible Get A Photo Of Any Damage
- Get A Photo Of or As Many Details Of Accident Site As Possible.
- Most Of All “***DO NOT ADMIT LIABILITY***”

Once again, remember, “**Do Not Take a Risk**”.

Check mirrors regularly to know what is around your vehicle at all times.

Drive within the limits of yourself and the vehicle.

Leave enough hang- back space between you and the traffic in front. (See safe following distance below)

In a slow tight position, if the space you have driven into is too tight, get out and have a look to see if you are going to make it.....Preferably, do not get into this situation if possible.

SAFE FOLLOWING DISTANCES

A minimum 4 - 7 Seconds distance must be kept between your vehicle and the vehicle in front. This may be doubled in adverse conditions.

To achieve this, let the vehicle in front pass a post or some land mark and then count “one thousand and one, one thousand and two, one thousand and three” etc. until the you pass at the one thousand and four or further mark, depending on the speed you are travelling. The faster the speed the more distance should be achieved.

OPERATIONAL RULES:

- Drivers are expected arrive at school on time both ways, morning and afternoon.

- **8:40 AM for morning and 3:00 PM for the afternoon.**
- Drivers must report any health problems to the transport manager
 - Immediately.
- Should any accidents occur, the Driver must immediately contact the Transport manager to make a report and complete/report to the Police, for organizing alternative transport for the students and for insurance purposes.

- Drivers are required at their terminating point to check the vehicle for property and rubbish and if time allows sweep the bus.

- All documentation is to be filled out correctly and in accordance with the College procedures i.e. time, date, passenger numbers / names, vouchers, incident / accident reports, near miss and extra pax p/u's

- Drivers are required to hand in all lost property to the Transport manager at the first opportunity. Drivers are encouraged not to examine the contents of wallets, purses, handbags etc. without a witness present. Lost property must not be handed to passengers. Persons wishing to claim lost property are to be referred to the relevant Transport manager.

- People who are not drivers must not be brought into the bus during school runs.

Uniform

Drivers on duty must be neat and clean. They are required to wear a safety vest all time when on duty. A safety vest will be issued to driver on commencement.

Resignation

Any driver who wishes to resign from Al-Taqwa, is required to give written notice as per Australian Workplace Agreement.

Property

All property of Al-Taqwa College held by a driver who is leaving must be returned. Any money owing must be paid. Lost or damaged property will be charged to the driver. Wages owing to a driver will not be paid until this procedure is observed. Items affected by this procedure will be itemised and posted on the College notice board.

Work care

Drivers are required to report any injury sustained whilst on duty on the appropriate form. Workcover forms are to be completed if practical on the day of the injury.

Damage

A driver may be held responsible for any damage to the property of Al-Taqwa College or to the property of students or other persons caused by the drivers neglect or carelessness. If drivers have their licence suspended or cancelled they must notify their company management,

and Al-Taqwa transport management immediately. They maybe regressed or dismissed.

Speed in school No Driver is to travel in any vehicle above
10 km/h on the Al-Taqwa College premises.

WORKPLACE BEHAVIOUR

Smoking Is prohibited on all school buses.
Drivers must not smoke on buses.
Smoking is prohibited on all school property

Offensive Language Quarrelling between drivers and/or the use of offensive language is not permitted

Unacceptable Behaviour/ Behaviour

In the Workplace Any form of racism, sexism, discrimination, Bullying or Harassment and religious intolerance are behaviours that are not tolerated which could lead to dismissal if practiced.

Practical Jokes :- i.e. antics, capers, escapades, fool's, gags, high jinks, mischievous tricks, pranks, shenanigans, stunts, tomfoolery. These often cause problems for the people they are intended for and /or others. These practices are not acceptable.

Intoxication/Drugs Drivers must not.

- (a) Report for duty if they have drunk intoxicating liquor or taken any substance either orally or by inhalation or injection that may in any way impair their ability to perform such duty.
- (b) While on duty be under the influence of intoxicating liquor or take any substance either orally or by inhalation or injection that may in any way impair their ability to perform such duty.
- (c) Have in their possession any intoxicating liquor or substance that is in contravention of (a) or (b) or to bring any such intoxicating liquor or substance onto Al-Taqwa College vehicles or property.
- (d) Hand over their duties to any driver they believe to be in breach of (a), (b) or (c)
- (e) Drivers breaking this rule or any part of it will be liable to suspension or possible dismissal.

Drivers are required to advise Al-Taqwa College management as soon as possible if they are taking any medication whilst performing their duties.

General Conduct Drivers must not behave in any way likely to put public safety in danger or undermine public confidence.

Bullying Workplace bullying is illegal and will not be tolerated. Disciplinary, dismissal or even legal action may apply to those found to be guilty of this in the workplace.

Definition Workplace bullying can be defined as the repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice. It includes behaviour that intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, clients or students. This applies to drivers deemed to be bullying a student(s) or student(s) deemed to be bullying a driver

Observance of OH&S All Al-Taqwa College drivers must work in accordance with all OH&S procedures.

Sexual Harassment

Sexual harassment is illegal and will not be tolerated in the workplace. Disciplinary, dismissal or even legal action may apply to those found to be guilty of this in the workplace.

Driver Monitoring

Spot Checks Driver performance will be monitored as required to ensure College Policy and Procedures are being adhered to. This includes customer service and safe driving practices. These checks may be spot checks at random or on a regular basis of around 90 days. Drivers will be entitled to a copy of the performance report.

Preventing Accidents

Limited Visibility The prevention of accidents is very important. Risks should not be taken and there will be no excuse for carelessness. If for any reason visibility is limited, the bus must be driven at a speed slow enough for it to be stopped within the distance the driver can see.

Mobile Phones Use No driver is to use a hand held mobile phone while they are driving.

A mobile phone is only to be used as a phone and not a camera on buses. Any driver caught taking photos of school children or other passengers will be liable for disciplinary action and / or dismissal, and possible legal action.

The only exception will be, in an emergency where evidence is needed, such as an accident / injury or serious damage to the vehicle.

Most of all do not allow yourself to be distracted by a mobile phone.

Safety Of Children Drivers are required to exercise care when passing schools or when children are standing or playing on the street. They must slow down, sound the horn and if necessary, stop. Children must not be allowed to play on or around the busses at termini.

Care in Traffic Drivers should act as if other drivers don't know the bus is coming. When passing another vehicle or going over a cross-road, the horn must be used if needed, and the driver must be ready to stop quickly. Do not try to pass another vehicle unless there is plenty of room. Drivers must look and think well ahead and try to anticipate dangerous actions of other drivers. Be sure to use the horn when it is needed. Also be aware of road rage, DO NOT use LONG blasts of the horn.

Fatigue Management Please refer to the attached leaflet regarding Fatigue Management. (Attachment 1:2)

Driving Safely A driver should always drive safely with both hands on the steering wheel. The Driver must allow for conditions which may affect normal braking. Never take risks.

- (a) Call Al-Taqwa College College Transport Coordinator – request ambulance or other emergency service as required.
- (b) If possible get a Doctor
- (c) Do not allow an injured person to be moved except on instruction from a Doctor, Nurse or First Aid Officer unless they are in immediate danger of further injury by their present location.
- (d) Keep person warm and as comfortable as possible
- (e) Obtain names and addresses of any witnesses
- (f) Obtain names and addresses of any persons injured if possible.
- (g) Take down the registration and/or fleet number of ambulance removing any injured.
- (h) Take the vehicle registration number, name and address of the driver of any other vehicle used to transport injured persons and where taken to.

- (i) Do not make later inquiries about the injured persons.
- (j) If police do not attend the scene, details must be reported as soon as possible to the nearest Police Station.
- (k) DO NOT under any circumstances make any statements to the press or anyone other than an attending Police officer or Al-Taqwa College Management.

Witnesses

If a bus is in an accident or hits a person or animal, the names and addresses of any witnesses, even if hostile, must be taken. If a bus is in an accident with a vehicle, take the name and address of the driver and passengers, if any, and note the registration number of the vehicle. The same details must be obtained for any other vehicle damaged.

Bus on Fire.

If there is a fire on a bus, the Driver must Stop Immediately, in a safe place if possible. Open door/s and instruct passengers to alight. Use the radio if possible to ask the Transport Coordinator for assistance. Turn off engine and all switches.

Large or

Offensive Articles

Students must not be allowed to board with dangerous or offensive goods or articles which may damage buses or be a nuisance to other students. Nothing is to be carried on the steps of buses nor are large pieces of timber, pipes etc. to be carried inside.

Bicycles must not be carried unless under special circumstances.

Stopping Procedure (a) A Bus Must:

- (i) Be stopped at stops designated by the College. Stops schedule/ Map will be provided to all drivers at start of the year. No changes are allowed without approval by the Transport manager where anyone wants to get on or off
- (ii) Be stopped at compulsory stops or any other places shown in special instructions.
- (iii) Not be stopped blocking side streets, cross walks or driveways.
- (iv) Be stopped when possible with the steps opposite people waiting to get on.
- (v) Not go over a railway crossing unless the signal is right and the gates or booms are opened.
- (vi) Be stopped at uncontrolled railway crossings and not go on until the Driver is sure there are no trains coming
- (vii) Be stopped not less than one meter behind stationary bus.
- (viii) Be stopped close and parallel to the curb without brushing the tyres.

- (ix) Not be stopped where people have to get off in a dangerous place – for example, a hole in the road
- (x) Have the engine switched off if there is more than a 2 minute layover.
- (b) Not be stopped at unauthorised locations
- (c) Not be stopped on a railway line when in a line of traffic. The Driver must be sure he/she can keep clear of railway lines when proceeding across them.

Unusual Noises If there are any unusual noises in the engine, chassis of the bus, any red warning lights come on, the bus must be stopped immediately and the Transport Coordinator notified.

Power steering. The front wheels must not be forced around while the bus is stationary.

Protecting your belongings.

We strongly advise all drivers not to leave any valuables in the bus at any time. Also, it is advisable to not leave anything clearly visible for prying eyes to see.

Al-Taqwa College management will not take responsibility or reimburse drivers for lost or stolen property. The Management advises drivers, if you must carry valuables on board, to leave them in an area that can ensure constant visual surveillance by yourself.

MAINTENANCE PROCEDURE:

1. DEFINITIONS

1.1. Critical items: obvious oil, fuel and water leaks and items Which affect the operation of brakes, steering, suspension, wheels? And tyres.

2. ACTIONS

2.1. Daily Inspection

2.1.1. After the morning trip each day of use, the Driver will ensure a Visual check has been carried out following the check list printed on the Daily Check Sheet book kept in the bus.(Form FL.BoA.09)

2.1.1.1. Following the normal procedures to check oil, fuel and Water levels the Driver will follow the check list in the Daily check book for;

- SPEEDO - insert odometer reading in space provided
- FUEL / OIL / WATER for obvious leaks.
- TYRES for pressure and tread wear.
- WHEELS for loose or missing wheel nuts.
- LIGHTS / HORN all external lights and horn for operation, reflectors and lenses
For damage.
- BODY Loose or projecting body panels.
- REGULATION SIGNS & LABELS including school bus signs, no smoking, Licensed to carry, accreditation number.
- SEATS /PASSENGER STOP SIGNAL for security and operation.
- BRAKES for pedal height
- AIR / VACUUM SYSTEM for obvious leaks
- WINDSCREEN / WINDOWS for damage.
- WARNING LIGHTS / BUZZER including high beam, indicator and low air/vac.
Warnings for operation.
- WASHERS / WIPERS for operation.
- MIRRORS for damage and adjustment.
- EMERGENCY EXIT SYSTEM hammers lights and sign for presence and operation
- FIRE EXTINGUISHER presence and charged
- DRIVE VEHICLE AND APPLY BRAKES.

2.1.2. If checks reveal the vehicle is safe to operate, the person Carrying out the inspection will initial the Daily Check Sheet at The place indicated.

2.1.3. If checks reveal a defect, the person carrying out the Inspection will complete a Defect Report Sheet and insert the

Defect report number in the space on the daily check sheet,
Then follow the procedure detailed in the Defect Reporting
Procedure

2.2. DEFECT REPORTING

2.2.1. The defect report book will be kept in the bus

2.2.2. As soon as practicable after the discovery of a defect either
During the daily inspection or by a Driver, the person who
Found the defect will complete and sign a Defect Report (Form
FL.BOA.08) in the Defect Report Book and~

2.2.3. The driver will submit the defect sheet to the Transport Coordinator
And wait for further instructions

2.2.4. The Transport manager will evaluate the defect notice. And contact a
person with appropriate qualifications for advice as to whether the
Vehicle may continue to operate until repaired. Based on the advice of the
qualified person the manager will either organise a replacement vehicle
and books/organise urgent repairs, or he will organise for the defect to be fixed
at a convenient time. If the defect is a non critical item

2.2.5. The Driver may make a decision as to the continued use of
The vehicle when a defect is discovered which is of a non
Critical item.

2.2.6. Appropriate action for defects of components which fall
Under the definition of "critical" (para 4.1 of this procedure)
Shall be for the Driver to notify the Transport Coordinator of
The defect as soon as possible.

2.2.7. The Driver or the repairer will certify the defect
Cleared by signing off the Defect Report at the place
Indicated in the Defect Report Book.

2.2.8. The Transport manager will sign and file the top
Copy in the Vehicle Maintenance File.

2.3. VEHICLE SAFETY INSPECTIONS

2.3.1. Safety inspections will be carried out in accordance with
Safety Inspection Sheets "A" (form FL.BOA.12)

2.3.2. Safety Inspections "A" will be carried out every school term holidays
besides Regular service.

2.3.3. Defects discovered during safety inspections will be reported
And cleared by completing the sections of the Safety Inspection
Sheets.

2.3.4. Safety inspections will be carried out over a suitable pit,
ramp or hoist by the Service Agent.

2.3.5. Monitoring of defects discovered during safety inspections,
That is considered not to require immediate corrective action,
Will be carried out by noting the defect at the appropriate

Monitoring date in the Transport manager diary.

2.3.6. Completed Safety Inspection Sheet will be filed in the Vehicle file

2.4. INDEPENDENT BUS INSPECTION

2.2.1. The Transport manager will obtain a valid Road Worthy Certificate for each bus annually.

2.2.2. Annual bus inspections will be carried out by Fleetcheck Aust. Pty. Ltd. being licensed Bus testers or any other licensed tester

2.2.3. Certificates will be filed in the bus file for at least 2 years.

3. RESPONSIBILITIES

3.1. TRAINING

3.1.1. The Transport manager is responsible for the training all Persons in their roles and responsibilities within this system.

3.2. DAILY CHECK

3.2.1. The Driver is responsible for carrying out the daily check.

3.3. DEFECT REPORTING

3.3.1 The Person who finds the defect is responsible for reporting Defects.

3.3.2. The Transport manager is responsible for the clearing of defects.

3.4. VEHICLE SAFETY INSPECTIONS

3.4.1. The Transport manager is responsible for the timely Programming of safety inspection, listed in the Transport Coordinators diary.

3.5. PROGRAMMED MAINTENANCE

3.5.1. The Transport manager is responsible for the timely Programming of vehicle maintenance, listed in the Transport Coordinators diary:

3.6. INDEPENDENT BUS INSPECTION

3.6.1. The Transport manager is responsible for the timely Programming of independent Transport inspections, listed in The Transport Coordinators diary.

ATTACHEMENT 1:2

Fatigue Management

Al-Taqwa College Management and Staff expect that all drivers are familiar with fatigue management. This information has been obtained from the VicRoads website. The following is a guide

What causes fatigue? Fatigue can be caused by:

- ✓ lack of quality sleep
- ✓ driving at times when you are normally asleep (eg 1am – 6am) or in the afternoon lull (1pm-2pm), when our biological time clock makes most of us feel sleepy
- ✓ Having a sleep disorder such as sleep apnoea. Symptoms of sleep apnoea include heavy snoring broken by sudden periods of silence, restless sleep and constantly being tired during the day.

Research has shown that going without sleep for 17 hours has the same effect on driving ability as a Blood Alcohol Concentration (BAC) of .02, which is over the legal limit. Going without sleep for 24 hours has the same effect as a BAC of .1, which is double the legal limit.

Signs of fatigue if you are tired pull over and have a power nap. Otherwise you may experience dangerous microsleeps and other signs of fatigue including:

- constant yawning
- drifting in the lane
- sore or heavy eyes
- trouble keeping your head up
- delayed reactions
- daydreaming
- difficulty remembering the last few kilometres
- Variations in driving speed.

How to avoid fatigue If you don't get enough quality sleep you go into debt – you 'owe' yourself more sleep – and the only way to repay this debt is by sleeping. Until you catch up on your sleep, you have a greater risk of having a fatigue-related crash. Before you start driving:

- make sure you regularly get enough sleep

- be aware of your biological clock, namely that you are at an increased accident risk when driving between 1am-6am and 1pm-2pm
- Don't start a long trip after a long day's work.

When you are driving:

- Take a powernap if tired. Research shows that even a small sleep — or powernap — of 10 minutes can significantly reduce your chances of a crash caused by fatigue.
- Cool the vehicles interior.
- Don't drink alcohol.
- Take regular rest breaks to help reduce the effects of fatigue.
- Eat proper and well-balanced meals, preferably at your normal meal times.

Remember that once you are fatigued the only cure is sleep!

Microsleeps Microsleeps, known as 'nodding off', are unintended periods of light sleep that typically last between 2 and 20 seconds. You lose attention and may stare blankly, close your eyes or find your head snapping upright. Microsleeps are likely to occur when a driver is driving at the times they would normally be asleep and when they are tired and trying to stay awake. The danger for fatigued drivers is that during a microsleep a driver does not react to a hazardous situation and will not see a red light, or notice that the road has taken a curve or that their vehicle has travelled to the incorrect side of the road.

Shiftwork and fatigue Shift workers are six times more likely to be involved in a fatigue related road crash than other workers. They are at a greater risk when they:

- drive when their body clock is saying they should be asleep
- Not getting enough quality sleep, as daytime sleep is not as high a quality as night time sleep.

Fatigue has a direct impact upon workplace safety and productivity. It is the responsibility of employers and drivers to protect themselves, their colleagues and other road users:

- Employers may have a duty of care to protect drivers who suffer from fatigue.
- **Drivers may have Occupational Health and Safety obligations to advise their employer of their fatigue.**
- Shift workers are at a significant risk of an accident particularly when travelling home from work.

4. FORMS

4.1.1 Form 1 Daily Check Sheet

4.1.2 Form 2 Bus Booking form

4.1.3. Fl. BOA.I2 Safety Inspection Sheet" A"

4.1.4. Fl. BOA. OS Defect Report

4.1.5. Fl. BOA.II Maintenance Running Sheet

4.1.6. FL.BOA.OI Driver Record & Training Register

FORM 1

	MON	TUE	WED	THU	FRI	SAT	SUN
SPEEDO READING							
FUEL / OIL /WATER							
TYERS / WHEEL NUTS							
LIGHTS /HORN							
BODY / MIRRORS							
SCHOOL BUS SIGNS							
SEATS / PASS STOP SIG							
BRAKES							
AIR / VACUM LEAKES							
WINDSCREEN / WINDOWS							
WARNING LIGHTS / BUZZER							
WASHERS /WIPERS							
SIGNS & LABLES							
EMERGENCY EXIT SYSTEM							
FIRE EXTINGUSHER							
DRIVE BUS APPLY BRAKES							
BUS OK FOR SERVICE							
DEFECT SHEET No.							
INSPECTED BY							
SIGNATURE							

FORM 2

2015 BUS BOOKING APPLICATION

PLEASE RETURN THIS COMPLETED APPLICATION DIRECTLY TO THE ACCOUNTS DEPARTMENT

Student Name _____ Student ID: _____

Current Student / New Student (please circle) Current Year Level: _____

Student Name _____ Student ID: _____

Current Student / New Student (please circle) Current Year Level: _____

Student Name _____ Student ID: _____

Current Student / New Student (please circle) Current Year Level: _____

Student Name _____ Student ID: _____

Current Student / New Student (please circle) Current Year Level: _____

Student Name _____ Student ID: _____

Current Student / New Student (please circle) Current Year Level: _____

Bus Start Date Requested: _____

Phone: _____ Mobile: _____

Residential Address: _____

Using the bus: am pm

Parents / Guardian's Name: _____

Parents / Guardian's Signature: _____ Date: _____

Please note that the Conveyance Allowance Form for the private bus must be completed with this application. The College bus service covers the northern and western suburbs (as listed on the Al-Taqwa College website)

OFFICE USE ONLY

- **Accounts Department**

Date Received: _____ Debtor ID: _____

\$60 Collected: Y / N Rec#: _____

AR's Signature: _____ Date: _____

- **Transport Office**

Approved / Not Approved Bus Route: _____ am _____ pm

Pick up & Drop Off Location: _____

Bus Coordinator's Signature: _____ Date: _____

Terms and Conditions:

- Booking for current students must be submitted at the time of the re-enrollment confirmation process for the following year. Parents wanting to use the school bus service next year must pre-book it at the end of the current year.
- Applications for the transport service at other times during the year may be considered dependent upon bus availability.
- For new student(s) the booking is processed after the Enrolment Application is accepted by the College.
- A non-refundable fee of \$60 per family is paid at the time the booking request is made for current students or after the new enrolment is accepted.
- No partial bookings are permitted, except for new enrolments throughout the year.
- Bus booking cancellations must be made in writing by the first Friday of November. Bus fees will be charged after that date.
- If parents need to cancel the school bus service during the year, they need to give at least one terms notice by completing a Bus Cancellation Form.
- All Bus Fees are non-refundable and are non-transferable.
- The College does not accept pro rata payments.

SAFETY INSPECTION SHEET**Inspection A**

Reg No _____

Fleet No. _____

Date / /

Odometer

klms

item	pass	Failed reason	date	rectify	signed
<u>suspension front</u> ball joints kingpins and bushes					
shock absorbers stabiliser bar & mountings					
springs, air bags, mountings, "u"bolts, shackles					
<u>suspension rear</u> springs, air bags, mountings, "u"bolts, shackles					
shock absorbers & mountings					
<u>drive line</u> universal joints & splines					
drive shafts & safety hoops					
hub seals for leaks					
<u>brakes</u> vacuum / air system / leaks & mountings					
low air / vacuum warning device					
visual inspection for fluid level and leaks					
adjustment (pedal height)					
park brake operation					
<u>steering</u> steering box mounting & operation					
component free play					
<u>body</u> mountings, attachments and protrusions					
structural defects					
windscreen & windows for condition & security					
seats and seat belts for condition and mountings					
rear vision mirrors for security and condition					
Supplied by Fleetcheck Aust. Pty. Ltd.					

<u>Inspection A continued</u> item	pass	Failed reason	rectify date	signed
<u>general</u> engine bay insulation material contamination				
oil leaks engine, transmission, differential				
exhaust system condition and security				
fuel tank - mounting and leakage				
<u>wheels & tyres</u> tread depth and condition				
wheel nuts missing or loose and wheel runout				
wheel bearing adjustment				
<u>signs and labels , presence and condition</u> school bus, no smoking and marker plates signs,				
<u>emergency exit</u> Hammers labels & lights				
<u>lighting and electrical</u> operation and condition of all regulation lighting				
heater demister				
wipers and washers				
horn				
battery carrier, cables and terminals condition				
<u>road test</u> brake operation				
steering				
gearbox and clutch operation				
excessive exhaust smoke				
instruments, speedometer, odometer				
<u>other defects</u>				
Inspection completed by _____				
Signed: _____ Date: _____				
Supplied by Fleetcheck Aust. Pty. Ltd.				

DEFECT REPORT

No. _____

REGISTRATION No. _____ **FLEET No.** _____ **DATE** _____

SPEEDO READING _____ **REPORTED BY** _____

DEFECT LIST

ACTION TAKEN

REPAIRER SIGNATURE _____ **DATE CLEARED** ___/___/___

PRINT NAME _____ **(DEFECT BOOK SIGNED OFF)**

© Supplied by Fleetcheck Aust. Pty. Ltd. (03)53347597

DRIVER RECORD & TRAINING REGISTER

NAME

POSITION

Signing of this training register indicates that the employee has read and understood the Bus Policy and Procedures relative to their duties, and agree that they will carry out their duties in the manner as described in this manual.

Commencement Of Employment Date		
		Expiry Date
Driver's Licence Number		
Endorsements		
Driver's Certificate Number		
Hazardous Area Authorisation		

DRIVER TRAINING	DRIVING HOURS BUS OPERATOR ACCREDITATION OVERVIEW DAILY CHECK DEFECT REPORTING EMERGENCY PROCEDURES
TRAINING COMPLETED	DATE TRAINER TRAINEE/.../.... signed..... signed.....

MAINTENANCE MANAGEMENT SYSTEM	BUS OPERATOR ACCREDITATION OVERVIEW DEFECT REPORTING SERVICING SAFETY INSPECTION
TRAINING COMPLETED	DATE TRAINER TRAINEE/.../.... signed..... signed.....

RECORDS & AUDITING	BUS OPERATOR ACCREDITATION OVERVIEW RECORD KEEPING DOCUMENT CONTROL ANNUAL BUS INSPECTIONS INTERNAL REVIEW PROCESS
TRAINING COMPLETED	DATE TRAINER TRAINEE/.../.... signed..... signed.....