



COLLEGE VEHICLES POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Apollo Bay P-12 College.

1. PURPOSE & OBJECTIVE

School owned or leased vehicles such as cars and buses are essential and valuable curriculum resources that must be well maintained, well managed, and used in accordance with school, DET and Public Transport Safety Victoria expectations.

To ensure that school council owned and leased vehicles are used and stored safely, appropriately and effectively.

2. SCOPE

This policy applies to:

- all staff, including casual relief staff, contractors and volunteers
- College Council members
- Principal and Daily Organiser

3. DEFINITIONS

Update to Bus testing categories from Bus Safety Victoria

From 1 July 2020 the categories for Bus inspections, as decided by Bus Safety Victoria, will be adjusted as outlined below to ensure alignment with the National Heavy Vehicle Regulator for heavy vehicle inspections.

The Small Bus category will be replaced with a new category: **Light Bus**

Light Bus (LB) will apply to all vehicles of a weight up to and including 4.5 tonnes gross vehicle mass (GVM) with ten (10) seats or more (including the driver). Inspection of LBs must conform to all applicable standards and design rules for light vehicles, including VSI26.

The Large Bus category will be replaced with a new category: **Heavy Bus**

Heavy Bus (HB) will apply to all vehicles of a weight over 4.5 tonnes GVM with ten (10) seats or more (including the driver). Inspection of HBs must conform to all applicable standards, design rules and national laws for heavy vehicles, including the National Heavy Vehicle Inspection Manual (NHVIM).

3. POLICY

- Our College Council-owned buses are managed by the school principal under the direction of the Finance Sub-Committee.

- Our College Council leased buses are managed by the school principal under the direction of the Finance Sub-Committee.
- Our College will obtain prior approval from the regional director before purchasing a vehicle.
- All costs associated with vehicles are accounted for as part of our school's annual budgets.
- All buses will be registered with Vic Roads. The college will ensure all requirements are met to maintain our status as a registered bus operator through Public Transport Safety Victoria (PSTV) by following the annual "Schedule of Activities Accredited Operators" (see Appendix 1).
- All vehicles will be appropriately insured and be regularly inspected by a licensed bus tester.
- All buses that we own will have seatbelts. Every effort will be made to hire buses that also contain seatbelts (particularly for children 7 years of age and under).
- All school vehicles will be maintained and serviced in accordance with lease agreements and/or manufacturer's instructions, and records will be maintained as required.
- All vehicles will be garaged at the school in lockable facilities and will be fully and comprehensively insured as per DET requirements.
- School owned or leased vehicles can only be used for school related purposes as determined by the Principal.
- Approved persons driving school buses must hold an appropriate bus licence and must be either a DET employee or a School Council employee. A record will be kept of all approved drivers details including a photocopy of current drivers licence. Only fully licensed staff members, or school council members, approved by the Principal can drive school vehicles.
- A comprehensive logbook will be maintained, detailing all use of each vehicle.
- Logbooks will be presented to the Finance Sub-committee for consideration as required.
- Keys for vehicles and lockable garages, plus petrol cards for each vehicle will be stored securely. Individual staff members are not permitted to hold keys for any college vehicle/s outside of school hours without permission of leadership.
- A booking schedule will be located on Compass for people wishing to use vehicles. If clashes occur, precedence will generally be given to use of the vehicle that involves the most students and/or the greatest travel distance/time.
- Any person, who uses the vehicle inappropriately, will lose the privilege of using school vehicles.
- Any traffic or speeding infringements forwarded to the school will be directed to the offending driver.
- Any damage sustained whilst driving the vehicle must be reported to the Principal immediately.
- All vehicles must be re-fuelled after every use before being returned to storage.

4. ACCREDITATION

Transport Safety Victoria has an application fee for bus operator accreditation. Annual fee invoices are sent electronically to our nominated email address. Contact Transport Safety Victoria if details need updating.

<https://transportsafety.vic.gov.au/bus-safety/bus-accreditation-registration-in-victoria/bus-operator-accreditation/bus-accreditation-fees>

5. BUS SAFETY REGULATIONS FOR LEASED VEHICLES

An accredited bus operator must ensure that every bus used in the provision of the bus service complies with, or is operated in accordance with, the Bus Safety Regulations.

An accredited bus operator must ensure that each bus used to provide the commercial bus service or local bus service undergoes a [safety inspection](#) annually, or at prescribed intervals, in accordance with the BSR.

Roadworthy tester locations can be found by searching:

<https://www.vicroads.vic.gov.au/registration/roadworthiness/lvproviders?location=Apollo+Bay%2c+3233&geolocation=&vehicle=LB&fuel=>

All current LBTs will retain current Bus Testing accreditation in their approved categories.

6. BUS RISK REGISTER

See AB Bus Risk Register

DRUGS AND ALCOHOL

Apollo Bay P-12 College is committed to a zero tolerance alcohol and illicit drugs working environment, and will take all practicable steps to endeavor that all persons performing bus related work have a zero level for alcohol and illicit drugs and are not impaired by other drugs.

The College recognizes the detrimental effects that drugs and alcohol may have on the safety of bus operations and the general health and wellbeing of individuals.

Our College will ensure that every time bus related work occurs, as defined under section 3 of the *Bus Safety Act 2009* (Vic):

- Persons will have no drugs or alcohol present in blood or breath immediately before, or while undertaking bus related work.
- Persons driving any College Vehicle must do so with a 0.00 BAC
- Persons must not be impaired by legal or illegal drugs or medication/s
- Persons must inform any treating health practitioner or pharmacist of this policy when being prescribed medications, and consequently inform the College Principal of any medications that may impact on their ability to perform bus related work.

This policy will be communicated to any persons who perform bus safety work for or on behalf of Apollo Bay P-12 College including any licensed bus tester and maintenance provider.

6. INCIDENT REPORTING

All accredited and registered bus operators have a duty to report incidents and accidents to Bus Safety Victoria. The bus incident hotline and incident forms are for bus operators only: Call 1800 301 151 (24 hours/7 days)

http://web2.economicdevelopment.vic.gov.au/tsv/bus-safety/safety-duties/how-to-report-a-bus-incident#_ga=2.112441153.451557663.1659848997-1757842889.1659848997

7. CONCERNS & COMPLAINTS

Passengers (or their parent/guardian(s)) who would like to report a bus safety concern should contact the school office.

8. EVALUATION

This Policy will be reviewed as part of the College's three-year review Cycle.

Policy last reviewed	July 2022
Consultation	
Approved by	Principal
Next scheduled review date	August 2025



Brian Humphries
Principal



Dan Holthouse
College Council President