



# Girraween Primary School

## RISING TO THE CHALLENGE

PERSONAL BEST

RESPONSIBILITY

CARE

RESPECT

FAIRNESS

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### Girraween Primary School Bus Policy

#### **RATIONALE**

Girraween Primary School owns a 25-seater bus, which can be used for excursions. While there is money in the bus account, there will be a levy for all excursions to pay drivers, for fuel and insurance, and to ensure the bus is serviced and maintained.

#### **OBJECTIVES**

Teachers are encouraged to plan excursions for students and to use the bus to enhance learning experiences and to make excursions cost effective.

#### **RESPONSIBILITIES**

##### **Teachers**

When planning an excursion, teachers are to log a bus booking through the portal, giving the Business Manager as much detail as possible. There must be two adults on the bus: one is the driver and one supervises the students. Teachers will ensure all rubbish and possessions are removed from the bus after each trip.

##### **Business Manager**

The Business Manager will manage bus bookings, insurance, maintenance schedules and the register of drivers. The Business Manager will ensure that the bus is cleaned after each outing.

##### **Drivers**

Drivers must hold a light rigid licence. Any staff or community member wishing to obtain a light rigid licence needs to register with the Business Manager to organise lessons with a qualified driver. To obtain a light rigid licence, the driver must hold a full, current driving licence. A 'driver under instruction' sign will be displayed when a learner is driving. When the instructor feels the learner is ready, the learner can apply through MVR to obtain their light rigid endorsement. The learner driver must pay for this test.

Drivers must fill in the log book and ensure the petrol tank is filled at the end of a trip if it has a half a tank or less remaining. Qualified drivers need to submit a copy of their licence and ochre card to the Business Manager before driving the bus.

#### **COSTS per student for excursions:**

Freds Pass: \$5

Palmerston: \$7

Darwin/Casuarina: \$10

#### **ADDITIONAL INFORMATION**

A first aid kit will be stored on the bus. The school mobile phone will be taken on all bus trips.

Approved by Girraween Primary School Council: 2023

Review due: 2025

