

**SAFE OPERATING PROCEDURES****Transporting students in the centre bus**

**DO NOT** use this equipment unless you have the correct licence and medical clearance.

**OPERATIONAL SAFETY CHECKS**

1. Driver must have Light Rigid Licence or above.
2. Examine the bus and check obvious equipment is in working order (side and revision mirrors, seatbelts, emergency exit hammers, tyre pressure, first aid kit, lights, indicators etc) complete the safety check procedure document and sign.
3. Ensure the bus has enough petrol for the day's journey.
4. Give instructions to all students to wear their seatbelts. Do not drive if seatbelts are not on.
5. Students are instructed to not have arms out of bus windows.
6. It is expected that student behaviour will be at a suitable standard throughout the entire journey. Inappropriate behaviour will be dealt with immediately if necessary by stopping the bus in a safe location.
7. The bus driver is to position the bus in the safest location for students to enter and/or exit the bus. During lunch breaks with senior students, parking close to the truck lounge area is the safest parking position. Ensure students are aware they need to exercise caution and check for oncoming vehicles when exiting the bus.
8. At all times students should walk at the front of the bus when entering into the truck lounge area.
9. Students should be supervised and monitored while they are moving around the bus and entering the truck lounge area. Ensure that no student has ear phones in use.
10. Apply the crossing the road SOP when the situation requires.

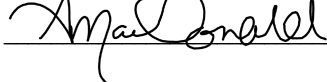
**HOUSEKEEPING**

Make sure the bus is left in a neat and tidy way for the next person to use. (eg. Remove rubbish and lost property).

Check fuel level and fill up if required.

Complete vehicle (Bus) log (also National Driver Work Diary)

Date of last review: 13/09/2021

Signature: 

**PRE-OPERATIONAL SAFETY CHECKS** (modify the information to reflect the item of equipment – refer to 'operator manual')

1. **Ensure a suitable safe work area.**
2. **Make sure .....**
3. **Examine the power lead and plug for obvious damage.**
4. **Check .....**
5. **Plan .....**

**Acknowledged as read and understood.**

**Date**

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