



Chairperson: Harold Brooks.

Principal: Aisling Power.

This School Bus Policy was originally devised April 2022, amended and ratified by the Board of Management in;

School Bus Policy

Scope of Policy

The Transport Policy relates to the use of the school bus by the OLGC School bus driver and staff whose job designation is other than that of driver.

General Safety Procedures when transporting Pupils

When pupils are being transported in the school bus the following safety precautions must apply:

- Drivers are strictly forbidden to use hand-held mobile phones whilst driving
- No pupils must ever be left alone on the school bus without supervision
- Drivers must never leave engines running on leaving a vehicle. Ignition keys must be removed on every occasion a driver leaves the driver's seat
- Passenger numbers must be restricted to the seating capacity of the particular vehicle
- Staff members must be seated amongst the children throughout the bus
- Drivers should take regular breaks and meals when travelling for long periods/distances
- There must always be adequate staff cover to ensure the safety of pupils
- In the event of a medical emergency, the office must be rung and medical assistance sought immediately.

School Bus Drivers

Staff intending to drive the school bus must satisfy themselves and the Principal that the vehicle is roadworthy and has tax, insurance and CVRT and that the driver has the required licence for driving the bus.

Responsibilities in relation to the school bus

The driver is responsible for the bus

Before using the bus

All drivers are responsible for ensuring that vehicle are roadworthy immediately before using the vehicle. Roadworthiness includes clean windscreen and having windows and mirrors free from frost, ice and dirt.

To do the pre-drive check, the driver should walk around the bus to check for visible defects and in particular should check:

- Windscreen and windows are clean and undamaged
- Lights are clean and indicators are working properly
- Doors open and close properly
- Doors open and close properly
- Tyres appear to be undamaged, properly inflated, and safe for use
- Oil levels checked and at recommended levels or at least, oil warning lights checked
- Windscreen water container full
- Ad blue sufficient
- Tax, insurance, CVRT discs are visible on the windscreen
- Drivers should ensure that they have enough fuel for the journey before departing

Before Returning the Bus

The driver should refuel the bus, if it is low, before returning it to base. The school bus must be cleaned and left in a spotless condition at 2pm, ready for use by the next group.

Any faults or repairs must be reported to the Principal. If there are any faults that might affect the safe use of the bus or safety of the passengers, it is the driver's responsibility not to use the bus until the faults have been remedied.

Requirements for Drivers

It is the responsibility of school bus drivers to ensure that their driving licence is in order and current and that they carry it on them when driving. A copy of their licence will be kept in their school file.

To drive the school bus staff must

- Hold a full driving D1 licence
- Be over 25 years
- Be driving on school business
- Strictly adhere to this policy

Penalty Points

The 2002 Road Traffic Act introduces penalty points for a range of traffic offences. Accordingly, anyone with responsibility for the school bus must have entered details on the school bus log which will enable the Principal to identify the name of the driver at any given time.

Safety Requirements

General

When pupils are taken on outings, drivers and other staff must **ensure the safe conveyance** of all passengers of all passengers to their destination. The general safety conditions set out under the general policy must be adhered to at all times. For bus drivers the following also applies:

- No unauthorised persons should travel in any vehicle at any time
- Staff in vehicles must sit with pupils
- Drivers must at times be aware of and adhere to, the statutory Rules of the Road
- In compliance with the Public Health Tobacco Acts 2002-2004, smoking is not allowed on the bus
- In the interests of safety, parking lights must be switched on from **October 1st to March 31st**.

The Principal should ensure that there is a Health and Safety Statement in the bus.

Compulsory Equipment in Vehicles

The Principal will ensure that the bus is equipped with the following items:

- Fire Extinguisher
- First Aid kit
- Torch
- Reflective Breakdown Triangle
- Laminated card with instructions for actions to be taken of accident breakdown or emergency

Monitoring of Vehicles

Keys

Keys must be returned with the bus to the front office, a spare set of keys is kept in the school.

Drivers Log

A Driver's Log book is provided in the bus and the required information must be recorded therein in order to ensure who the driver of the bus is at any given time and to cross check any receipts for fuel etc.

Maintenance/Service/Repair of Vehicles

It is the responsibility of the Principal to ensure that faults reported verbally or on the weekly vehicle check report are attended to and that the service due date for the bus is strictly adhered to.

Contact the office in the event of the Breakdown of Bus

Procedure in respect of Accidents/Collisions

In the unfortunate circumstance that a vehicle is involved in an accident of any kind, no matter how small, the driver should ensure that if anyone involved in the accident requires medical or first aid assistance of any kind, he or she is brought immediately to the nearest hospital accident and emergency department or to his or her GP.

The bus driver and Class Teachers must contact the Principal to report the incident as soon as possible. The Gardaí should be called to the scene to make a report of

the incident. In the event of the Gardaí unable to attend the scene, the accident should be reported to the local Garda Station as soon as possible.

Reporting Procedure

Our insurers require us to obtain the following information in the case of every accident:

- Date, time and exact location of accident
- Third party's name, registration number and make of vehicle
- Owner's name which may differ from the driver's name
- Details of the third party's insurance
- Policy number, insurances, and expiry date (these details can from the disc on the windscreen of the vehicle)
- Where Gardaí investigate it, the name of the investigating Garda
- The name of the driver of the school bus and of all of the passengers noting any possible injury to everyone concerned
- A copy of the Accident Response Checklist is available in the school

Our insurers advise us not to admit liability.

Complete the Motor Accident Report Form as soon as possible after the accident, giving a clear account of what happened. Provide a clear statement of events and video/photo evidence. The completed form should be forwarded to the Principal.

All correspondence from third parties or persons acting on their behalf in relation to the accident must be passed, unanswered, to the Principal without delay, and if prosecution is pending, please advise the Principal immediately as the outcome may be vital to any defence of a claim from any third party.

This policy, was reviewed and ratified in consultation with the Our Lady of Good Counsel School bus driver, will be presented for review and ratification at the OLGC Board of Management on

Appendix 1

Vehicle Report

This inspection is to be carried out by the driver in advance of the bus being taken out

Date	Driver	Checklist	Yes	No
		Lights		
		Indicators		
		Hazard Lights		
		Mirrors		
		Oil Level Warning Light		
		Battery Water Level Warning Light		
		Brake Fluid warning light		
		Radiator Water Level		
		Foot Brakes		
		Hand Brake		
		Windscreen Water		
		Fuel		
		Tyres		
		Spare Wheel		
		Body Work		
		Seat/Seat Belts		
		First Aid Kit		
		Fire Extinguisher		
		Reflective Breakdown Triangle		
		Torch		
	Fault note			
	Reported to			
	Action			

Signed: _____

Position: _____

Signed: _____

Principal

Appendix 2

Date: _____

Accident Location: _____

Vehicle Details
Bus Registration:
Driver's Name:
Work Address:
Names and addresses of Passengers in School Bus:

Details of other person/persons involved in accident
Driver's name:
Address:
Phone number:
Vehicle Registration:
Make of Vehicle:
Owner of Vehicle:
Address:
Names and addresses of passengers:
Insurance Details
Insurer:
Policy No:
Expiry Date:

Witness Details (if applicable)
Name:
Address:
Phone No:

If Garda present
Garda's Name:
Station:

Reviewed and ratified

