



Leonora District High School Bus Policy 2008

Leonora District High School Bus policy pertains to DET policy with regards to the use and maintenance of Public School Buses.

Our policy reflects both the policy needs of DET and the educational programmes and responsibilities of Leonora District High School.

Bus Policy Guidelines

- School bus to be used for educational and professional development purposes only.
- School bus to be used by a registered school or DET aligned agency only.
- Bus not for public hire.
- Bus to have maintained log book which is to be completed with every use.
- “POWER” check eg Diesel, Oil, Coolant, Electrical, Tyres.
- Bus keys and bookings to be maintained via the school registrar.
- School bus to be cleaned after each use and a wash when required.
- School bus to be parked in shed and locked away after each use.
- All drivers to have “F” class endorsement.
- School to assist staff with bus licences and pay for associated costs in obtaining such qualifications.
- Bus reserve account to be maintained for bus replacement.
- School to access resources to maintain bus eg Minara Resources, where possible.
- Leonora to use school bus to assist neighbouring schools when possible.
- All staff to be familiar with bus policy and conditions of use for the school bus.
- Where the school bus is to be used for an excursion a checklist and costing must be presented to administration.
- All bus costs for an excursion to be negotiated on an individual basis with the school administration. Such arrangements to be examined and reviewed by the school finance committee.