

Transport Services Policy	Version No:	2
	Review Frequency:	Annually
	Last Review:	Sep-20
	Reviewed by:	Principal
	Approved:	Sep-20
	Approved by:	Board
	Next Review date:	Sep-21

PURPOSE:	<p>The purpose of the Transport Services Policy is to:</p> <ul style="list-style-type: none"> • Ensure that students travelling to and from the College on our buses do so in a safe and comfortable manner; and • Ensure that College transport issues are dealt with effectively and efficiently. <p>The Caloundra Christian College bus service operates to provide transport for students to and from the College, sports events, functions and excursions.</p> <p>This service is provided on a user pays basis which contributes to, but does not fully cover the cost of the College bus operations.</p> <p>Matters of safety and student conduct are viewed seriously. Student behaviour on and around the College buses and the efficiency of the bus service are of vital importance to student safety. An effective bus service is also an asset to our College and the families who use it.</p>
SCOPE:	Students, parents/carers and relevant employees at Caloundra Christian College.
REFERENCES:	<ul style="list-style-type: none"> • <u>Transport Operations (Passenger Transport) Act 1994</u> • <u>Transport Operations (Passenger Transport) Regulation 2005</u> • <u>Transport Operations (Passenger Transport) Standard 2010</u> • <u>Transport Operations (Road Use Management – Driver Licensing) Regulation 2010</u> • <u>Transport Operations (Road Use Management - Vehicle Standards and Safety) Regulation 2010</u> • <u>Heavy Vehicle National Law Act 2012 (Cth)</u> • <u>Work Health and Safety Act 2011 (Qld)</u> • <u>Work Health and Safety Regulations 2011</u>
IMPORTANT RELATED DOCUMENTS:	<ul style="list-style-type: none"> • Caloundra Christian College Work Health and Safety Policy • Caloundra Christian College Incident Management Plan • Caloundra Christian College Bus Driver Operating Manual/Procedures • Caloundra Christian College Bus Transport Information Pack (includes: Application, Bus Fees, Code of Conduct) • Caloundra Christian College Position Description Bus Driver, Bus/Transport Coordinator • Safety Management System (SMS) Checklist

	<ul style="list-style-type: none"> • Caloundra Christian College Transport Services Risk Register • Caloundra Christian College Bus Evaluation Drill Procedures
RESPONSIBILITIES AND DELEGATIONS:	<p>Transport Coordinator, Bus Driver, parents/carers and students each have responsibilities in relation to bus safety and codes of conduct.</p> <p>Refer to the Responsibilities in the document below.</p>
DEFINITIONS:	<p>Bus Drivers: refers to staff employed as Bus Drivers or other staff members who hold the relevant licenses and qualifications.</p>

1 DRIVER TRAINING, ACCREDITATION & COMPETENCY

In providing a safe and efficient College transport service, it is essential for all Bus Drivers to be experienced, hold all required current industry qualifications and be physically capable of undertaking the tasks required.

Ongoing training and development is also a mandatory requirement of this role. As a benchmark all drivers are encouraged to have completed or to be undertaking a Certificate III in Transport Operations (Bus).

All Drivers are required to complete a competency assessment every six months, to ensure that a high level of safety and professional standards are maintained.

Drivers must advise the College immediately of any medical condition that impairs their ability to fully carry out their duties as a Bus Driver. All drivers must undertake medical examinations every three years, upon attaining age 65, drivers must undertake a medical examination every year. All expenses relating to these medical examinations are to be met by the driver.

2 PRIORITY OF USE

For financial reasons, it is the intention that all buses used in this service have as full patronage as possible. In the allocation of seats, first preference will be given to full-time users.

Part-time and casual users will be able to use the service if seats are available. If a seat allocation to a part-time user is required by a full-time user, the part-time user will be given the option of upgrading to full-time use. However, if this option is not taken up, the seat will be surrendered to the full-time user.

Further allocations are based on the individual or family needs. To assist the College in determining these needs, more information may be required.

Bus runs are scheduled to be no longer in duration than one and a half (1.5) hours for the convenience of students. Consideration is also given when planning bus runs that student's time on the bus is relevant to the distance they live from the College.

3 RESPONSIBILITIES

The Principal of the College is ultimately accountable for the safe operation of the business and is therefore responsible for:

- Defining the Safety Management System (SMS) policies and objectives;

- Implementing the SMS and making sure it operates effectively;
- Communicating the importance of the SMS to the College;
- Providing the resources (personnel and funding) necessary to meet SMS requirements;
- Leading by example in promoting safe work practices;
- Staying up to date with the safe conduct of transport activities;
- Monitoring safety performance in the College;
- Ensuring all employees have the ability to work safely and comply with business policies and procedures;
- Empowering employees to speak up about safety issues;
- Promoting health and wellbeing (e.g. mental health) for all involved in the transport activity;
- Fostering a positive safety culture within the College;
- Arranging care for a student who has been returned to the College premises after not being able to be dropped off at the bus stop, until a parent/carer can be contacted; and
- Complying with College policies, procedures and training requirements.

The Transport Coordinator is responsible for:

- Complying with the College's safety policies, procedures and training requirements;
- The management and oversight of the SMS;
- Reporting safety-related issues directly to the Principal;
- Ensuring risk management activities, including the completion of the Risk Register and SMS Checklist are carried out and regularly reviewed;
- Reporting and collating all safety events, hazards and near misses;
- Reviewing all reports of safety issues, hazards, risks and near misses, and conducting investigations (as required);
- Monitoring compliance with safety policies and procedures;
- Maintaining a register of all staff members who are approved to transport students in College vehicles;
- Reporting all safety-related initiatives, such as the completion of evacuation drills to the Principal via the Work Health and Safety report;
- Openly communicating with employees, customers and contractors about safety practices and issues;
- Leading by example in promoting safe work practices;
- Promoting health and wellbeing (e.g. mental health) for all involved in the transport activity;
- Staying up to date with best safety practices;
- Establishing bus routes and pick up and drop off locations and times. Bus routes are reviewed and allocated at the beginning of each year, no major changes will be made to bus stop locations or routes, throughout the year unless absolutely necessary;

- Maintaining buses in a mechanically sound, clean and safe condition. Ensuring strict guidelines are adhered to in relation to service and inspection of College buses, in accordance with the government regulatory framework and operator accreditation requirements;
- Advising families, within a reasonable timeframe, of the location and times for pick up and drop off;
- Ensuring each Bus Driver has an accurate and up to date list of all bus users' names, addresses and contact numbers;
- Receiving and responding to phone calls about any bus run related issues, such as children who weren't able to be collected at the bus stop by their parents/carers and who have been brought back to the College premises; and
- Ensuring all Bus Driver's licence, accreditations, training and medical requirements are current.

The Bus Drivers are responsible for:

- Complying with all College policies, procedures and training requirements;
- Reporting all safety events, hazards and near misses;
- Making suggestions when a safety practice can be improved;
- Participating in safety and risk management meetings and activities;
- Ceasing work and contacting management if unsure about the safety of any activity;
- Ensuring they are 'fit for duty';
- Managing fatigue in line with work and rest options;
- Driving in a safe, responsible and efficient manner and taking all reasonable care for the safety of all passengers, ensuring all road rules are obeyed and adhered to;
- Managing student behaviour in a manner consistent with College discipline policies and the student code of conduct;
- Reporting serious and/or persistent incidents of misbehaviour to Transport Coordinator;
- Maintaining all necessary driving qualifications;
- Maintaining a current positive notice suitability card issued by The Commission for Children and Young People and Child Guardian (Bluecard);
- Maintaining a current First Aid Certificate;
- Checking they have a fully operational mobile phone and Bluetooth earpiece, and that they know how to use it legally and safely hands-free while driving at all times;
- Notifying parents/carers within fifteen minutes of becoming aware, if the bus will not be at the allocated pick up point, at the allocated time;
- Notifying the Transport Coordinator if a child has not been collected by a parent/carer from the bus stop and when a parent/carer could not be reached. In such instances the Bus Driver must complete the bus run and return the child to the College premises;
- General maintenance and cleaning of the bus;
- Ensuring they carry an accurate list of all bus users' names, addresses and contact numbers;

- Promptly notifying the Transport Coordinator or other responsible person in the event of an emergency, breakdown or any other significant delay or event of fifteen minutes or more; and
- Notifying the Transport Coordinator of any personal traffic infringements within one business day of receiving notice.

Bus Drivers who are found to have acted illegally or who have breached traffic rules, may face disciplinary action, up to and including termination of employment. In cases where a Bus Driver is at fault and a fine is incurred, they may be liable to pay such fines or insurance excess as reasonably deemed by the Principal.

Parents/Carers are responsible for:

- Ensuring the College has an up-to-date telephone number on which they can be contacted during the hour prior to and after the set pick-up and drop-off time;
- Having a contingency plan to care for their children in the unlikely event of a bus not being able to complete its run for any reason;
- Having your child ready to board the bus at the arranged time every day. If the student is late to their stop, the Bus Driver will continue on the scheduled run to the College. We are unable to put at risk other students waiting on the road for their scheduled pickup;
- Having a responsible adult or older sibling accompany a Primary student to the bus stop from which the student commences the journey to the College and remain until the student boards the bus;
- Having a responsible adult or older sibling to be at the bus stop at which a Primary student ends the journey from the College to meet and collect the student;

Note: If a parent/carer is not at the designated bus drop off location and the driver is unable to make contact with the parent/carer, the driver will complete the bus run and return the student to Caloundra Christian College, where the Principal/Deputy Principal will care for the student, until arrangements have been made.

- Supporting the College by discussing and promoting with your child, the 'College Bus Rules' and the 'Rights and Responsibilities of Bus Students', which is outlined in the 'Code of Conduct for Students travelling on Buses';
- Advising the College immediately of any changes to regular bus requirements (e.g. change of address/change of frequency of bus travel) – via a new Bus Transport Application;
- Advising the Transport Coordinator if you have any concerns or wish to report any incidents relating to your child's travel on the College bus;
- Completing and returning the Bus Transport Application each year, ensuring Bus Code of Conduct is read and signed by the student bus traveller and parent/carer of student bus traveller; and
- Register and actively use the College's Student Tracker facility to track their student, notify the College about student absences and to access information about any behavioural incidents relating to bus travel.

Students are responsible for:

- Being ready to board the bus when it arrives and being at the pick-up point no later than five minutes before the set collection time, as the bus will not wait beyond the appointed time;

- Remaining at the pick-up point until fifteen minutes past the allotted time if the bus has not arrived;

Note: Students wishing to change travel arrangements for example travelling to a friend's house, must provide consent (written or verbal) from their parent/carer and allow sufficient time for this change to be approved and implemented;

- Waiting in a safe and organised manner. Enter and exit in a quiet, safe, polite and organised manner;
- Moving promptly to their assigned bus in the afternoon to allow buses to leave the College by the scheduled departure time;
- Remaining seated, facing the front with your back against the seat (no turning around). Not moving from your seat and remaining seated until bus stops. Should you wish to move, ask the Bus Driver for permission;
- Correctly wearing seatbelts, firmly fitted across the lap and sash belt a firm fit across the body;
- Following the Bus Drivers' instructions about safety and behaviour on the bus;
- Keeping arms, legs and other parts of the body inside the bus;
- Avoiding any action, noises or words that could distract the Bus Driver. Being respectful and using quiet voices;
- Keeping all items inside the bus. No objects should be placed or thrown through or outside the windows;
- Showing respect: caring for others and their property, keeping hands, feet and other objects to yourself. No put downs, teasing, name calling or swearing. No lewd behaviour. Do not put your feet on the seat or the back of the seat in front of you;
- Adhering to all College policies and procedures by remaining in full College uniform with shoes on at all times;
- Reporting any inappropriate behaviour of another student on the bus to the Bus Driver immediately, so they can address the situation;
- Ensuring no image capturing and voice recording devices such as cameras, voice recorders and video including those components on mobile phones and iPod etc. are not used during the bus service;

Note: Gaming consoles, laptops and music devices are permitted to be used on the bus. All College policies in regard to these items still apply on the bus and include the following restrictions: All devices must be used either on silent mode or with earphones. The students are responsible for the safety and care of their own electronic device. Students are only permitted to make a phone call on their mobiles if permission is first granted from the Bus Driver. These devices are for personal use only and not for sharing.

- Not eating on the bus, including lollies or gum. Water bottles with caps are permitted only;
- Leaving all sporting equipment, including balls, at the front of the bus, luggage compartment or as the Bus Driver directs;
- Removing all your rubbish when departing the bus;

- Leaving the bus stop in a safe manner, staying to footpaths and following all road safety. Never walk behind or in front of a stationary bus. Always wait until the bus has left unless directed by a Bus Driver or other Caloundra Christian College staff member; and
- Remembering that your place on the bus depends on your behaviour and your adherence to Student Bus Rules. Please show your respect and courtesy to the Bus Driver and fellow students at all times;

Note: The buses are equipped with CCTV and passengers maybe recorded during each journey. Footage may be used to determine appropriate discipline if the bus rules are disregarded.

4 SAFETY COMMITMENT

Caloundra Christian College recognises its safety duties under the *Heavy Vehicle National Law (HVNL)* and the *Work Health and Safety Act* to ensure the safety and wellbeing of its employees and the safety of its transport activities.

Caloundra Christian College values the benefits of promoting and maintaining a safe transport operation for its employees, contractors, customers and other road users. It is committed to undertaking all transport activities in a way that is as safe as reasonably practicable.

Caloundra Christian College is committed to:

- Supporting the management of safety through the provision of appropriate human and financial resources that will result in an organisational culture that:
 - Fosters safe practices and regulatory compliance;
 - Encourages effective safety reporting and communication; and
 - Actively manages safety as a priority;
- Ensuring the management of safety as one of the primary responsibilities of all managers;
- Clearly defining employee accountabilities and responsibilities for the delivery of safety;
- Establishing and implementing hazard identification and risk management processes to eliminate or minimise risks associated with any business activity to a point that is ‘as low as reasonably practicable’;
- Encouraging all employees to report information concerning safety, in line with a Just Culture;
- Investigating safety incidents with the aim of improving the business’s future safety performance and not to apportion blame;
- Complying with—and wherever possible exceeding—legislative and regulatory requirements and standards;
- Establishing and measuring safety performance against realistic objectives and/or targets;
- Continually improving safety performance and conducting safety management reviews to ensure relevant safety action is taken and is effective;
- Ensuring sufficient skilled and trained resources are available to implement safety strategies and processes;
- Ensuring all employees are:
 - Provided with adequate and appropriate safety information and training;

- Competent in safety matters; and
- Only allocated tasks relevant to their skills, qualification and competence;
- Ensuring all visitors and third parties are made aware of the safety risks and related controls they must follow; and
- Maintaining physical infrastructure, including buildings, plant and equipment, in a condition that ensures it is safe to use and consistent with environmental management—minimising waste and pollution—as far as reasonably practicable.

5 OTHER TRANSPORT SERVICES

From time to time College staff members, other than Bus Drivers may be required to transport students for College related purposes.

In these cases the following conditions apply:

- Only staff members who have been approved by the Transport Coordinator and hold the necessary licenses can transport students, using College vehicles;
- Students are only allowed to be transported in privately owned vehicles in exceptional circumstances, where prior parental permissions have been obtained; and
- When using a private vehicle, the owner and operator must understand and accept all personal liability.

6 INTERNATIONAL STUDENTS

While International Students are being hosted by the College International Homestay program, transport is to be provided by the host family and is included in the homestay payment. Keeping this in mind, if host families require the College bus they are expected:

- Cover the cost of the bus services;
- Organise the bus for their homestay student in advance;
- Wait at the designated bus stop with the student until the bus arrives in the morning and be at the bus stop when the bus arrives in the afternoon; and
- Ensure that NO student is to catch the public bus alone.

Note: drivers of vehicles in which International student/s are passengers, must hold a full Australian driver's license.

7 BREACHES OF THIS POLICY

If an employee, student or parent/carer is found to have breached this policy, the following actions may occur as determined by the Principal:

Staff

Non-compliance with this policy by an employee may be grounds for disciplinary action, which could lead to termination of employment and the College reporting any legal infringement to Police, depending on the severity of the breach. Such instances will be investigated in line with fair process.

Students

Non-compliance with the policy by a student may be grounds for disciplinary action, which may include, but are not limited to, detention, suspension, withdrawal from the College bus service or termination of enrolment, depending on the severity of the breach. Such instances will be investigated in line with fair process.

Parents/Carers

Parents/Carers who breach this policy may face temporary or permanent withdrawal of their students from the College bus service.

END OF POLICY

POLICY CHANGES

DATE:	POLICY CHANGES:
15/12/2014	New Policy
Dec-16	Primary drop off age limits changes to include all Primary. Codes of Conduct now included.
09/10/2018	Legislative changes regarding Heavy Vehicles and related documents added.
09/10/2019	New Format
Sep-20	New name - changed from 'Bus Policy' to 'Transport Services Policy'. Blended previous policy version with new Safety Management System (SMS" documentation and Bus Transport Information Pack content per Stephen Dittmann. Changed 'Prep to Year 3' to 'Primary' student. Added section about International Students and Other Transport Services. Added Appendix 1, 2 & 3 – SMS Checklist, Risk Register & Evacuation Drill.

APPENDIX 1

Sample Risk Register – Transport Services

Step 1. Identify hazards	Step 2. Assess risk	Step 3. Identify existing controls	Step 4. Treat risk	Step 5. Monitor and review
Identify anything that could potentially cause harm or loss .	Consider how the hazard or risk could cause harm or loss .	Look at your existing controls to eliminate or minimise the risk so far as is reasonably practicable.	Try to eliminate the risk first but, if that's not possible, put additional controls in place to minimise the risk so far as is reasonably practicable.	Regularly monitor and review the controls you've put in place to make sure they're working as planned.
< Identify hazards and record them in this column. >	< Record the risk(s) created by the hazard in this column. You can also make notes of how much of a risk you think something is. >	< It's likely you already have some controls in place for the different risks you've identified. If so, detail them here. >	< You may consider the risk unacceptable with the existing controls, so you need to put in place some additional controls. Detail them here. >	< When you've decided on the methods you'll use to monitor and review the effectiveness of your controls, record them in this column. With this information you can create a checklist or review schedule to document the results when you actually undertake the monitoring or review activity. >
Transport activities				
Fatigue				
Speed				
Mass				

Step 1. Identify hazards	Step 2. Assess risk	Step 3. Identify existing controls	Step 4. Treat risk	Step 5. Monitor and review
Identify anything that could potentially cause harm or loss .	Consider how the hazard or risk could cause harm or loss .	Look at your existing controls to eliminate or minimise the risk so far as is reasonably practicable.	Try to eliminate the risk first but, if that's not possible, put additional controls in place to minimise the risk so far as is reasonably practicable.	Regularly monitor and review the controls you've put in place to make sure they're working as planned.
Dimension				
Loading				
Vehicle standards				
Third party interactions				
Driver distraction				
Other hazards				

APPENDIX 2

Sample Safety Management System (SMS) Checklist

Use this checklist to help you identify which SMS elements you already have in place. When you're completing the checklist, it's important to keep in mind the size and complexity of your business. Some of the items may not be applicable to your operations. Additionally, you may already have some items partially in place or carry them out informally.

Legend:	
Yes	This item is implemented in the business.
Partially	Only parts of this item are implemented in the business (perhaps as an informal process).
No	This item is not implemented in the business.
N/A (not applicable)	Not appropriate given the size and complexity of the business.

SMS COMPONENTS AND ELEMENTS

Safety policy and documentation	Yes	Partially	No	N/A
Management commitment				
Does your business have a safety policy that documents the commitment to safety and is supported and signed by the accountable executive officer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the safety policy readily visible to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a statement in the policy regarding 'just culture' which discourages the business from blaming an individual following an incident and states that disciplinary action is only considered when there is deliberate violation, intentional recklessness, negligent behaviour or wilful misconduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your business have sufficient resources (financial, human, material) to support the SMS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your business identified and documented safety objectives which support the safety policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the safety objectives measurable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the safety objectives periodically reviewed to ensure ongoing relevance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety responsibilities				
Are the roles and responsibilities of managers relating to the SMS documented (e.g. safety manager, transport manager, training manager)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are roles and responsibilities relating to the SMS for all employees in the business clearly documented in position descriptions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everyone in your business clear about their safety duty obligations as a party in the Chain of Responsibility (CoR) under the Heavy Vehicle National Law (HVNL)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key safety personnel				
Does your business have a safety manager/officer or someone appointed to implement, manage, communicate and promote the SMS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a position description outlining the responsibilities of the safety manager/officer/appointed person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the safety manager/officer/appointed person have a direct reporting line to the executive officer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation				

Safety policy and documentation	Yes	Partially	No	N/A
Does your business have an SMS Manual which outlines the safety requirements and direction for the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are policies, procedures and processes relating to safety and transport activities documented (e.g. drug and alcohol policy, fitness for duty policy, load restraint and working at height procedures)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all documents current and maintained through document control, version and revision dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third party interactions				
Does your business assess a contractor's safety performance before engaging their services (e.g. subcontractor company prequalification form and/or interview)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your business have contracts or service level agreements with third parties and are the safety standards they must meet clearly outlined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your business regularly audit contractor safety performance for compliance and agreed safety standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety risk management	Yes	Partially	No	N/A
Hazard identification				
Does your business have a process in place to identify and record hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the reporting of hazards encouraged by senior management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment and mitigation/treatment				
Does your business have a risk register in place to assess risks created by hazards, develop and implement controls, and ensure the ongoing effectiveness of risk controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the risk register regularly reviewed and updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident reporting				
Does your business have a formal process in place for reporting incidents and near misses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your business have a procedure in place to acknowledge incident reports and provide feedback to the initiator on the outcome(s) of the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the reporting of incidents and safety issues encouraged by senior management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety assurance	Yes	Partially	No	N/A
Internal safety investigations				
Does your business have a process in place to investigate incidents and near misses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the investigation process aim to identify factors contributing to an incident (e.g. behavioural, organisational, equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the investigation process take into account the safety duty obligations of parties in the CoR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the investigation process focus on improving the safety of operations rather than blaming individuals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety performance monitoring and measurement				

Safety assurance	Yes	Partially	No	N/A
Does your business conduct regular checks of work activities associated with documented procedures and processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your business have Safety Performance Indicators (SPI) in place to measure the business's safety performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the SPIs monitored and periodically reviewed for relevance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change management				
Does your business have a method of managing change to ensure safety (e.g. new vehicle type, fleet expansion, new work sites, new work activities)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the method for managing change documented in a procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the change management procedure include a requirement to assess risks associated with the change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is safety performance monitored after the change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuous improvement				
Are improvements made to the SMS following outcomes of risk management and safety assurance activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety promotion and training	Yes	Partially	No	N/A
Safety training and education				
Does your business provide training to employees so they understand their role in the SMS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained in safety duty obligations and where their role sits as a party in the CoR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained in the business's safety policies and procedures (e.g. hazard reporting, incident reporting, fatigue management policy, how they can support a positive safety culture)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees encouraged to attend safety-related training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are training records kept for all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your business established mandatory and role-specific training requirements (including induction training) for all roles (e.g. a training needs analysis and training matrix)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a documented process for evaluating training effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your business considered the need for refresher training within their training requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety communication				
Does your business conduct ongoing safety promotion activities (e.g. regular briefings, toolbox talks, newsletters, display board)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your business readily share safety-related information with its employees (e.g. identified safety issues, feedback from hazard and incident reporting)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive safety culture				
Does management/leadership play an active role in ensuring workplace safety is a top priority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all employees in the business see that the responsibility for working safely is a shared responsibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees have support from management to cease work in the event of an incident or if they have a safety issue or concern?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does open two-way communication occur between employees and management regarding safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX 3

Bus Evacuation Drill & Record

Bus Evacuation Drill Procedures

In the event of a fire, traffic or other serious accident, it may be required that all passengers leave the bus as soon as possible. To prevent injury or minimise the risk of further injuries, it is important that all passengers be trained in emergency evacuation procedures.

An emergency evacuation drill will be conducted each School Semester for each College bus run.

The drill will be conducted prior to the afternoon School Run departing, when all students are on board.

The bus selected for the drill will remain until all other buses have departed, so there is a clear and safe area for passengers to congregate following evacuation.

The Bus Driver will be assisted by an allocated College staff member as a witness and for recording requirements.

Once all passengers are on board, the Bus Driver provides the Witness with a copy of Bus Roll (*Passenger Manifest*) and commences the drill.

- Bus Driver to ensure park brake is on, turn off engine and activate the hazard lights.
- Bus Driver stands at front of bus, facing rear towards passengers and gives the command **“remain seated and prepare to evacuate”**.
- Bus Driver turns toward the front of the bus.
- Bus Driver moves backward to the first occupied seats.
- Starts with either the left or the right seat.
- At this point the Witness is standing outside the bus to direct passengers to assemble at a safe distance from bus when they exit.
- The Bus Driver will touch the shoulder of the person nearest to the aisle to indicate that the passenger in that seat is to move off.
- Keep the passengers in the opposite seat seated by holding your hand, palm out in a restraining gesture, until the aisle is clear.
- Move out the passengers in the opposite seat, using the same signal.
- Move backward up the aisle, repeating this procedure at each seat until the bus is empty.
- Check the bus from the very back seat to the front, making sure it is empty.
- Having evacuated all passengers move to where they are assembled and confirm with Witness that all are accounted for (*check against passenger manifest*).
- Passengers can now reboard bus.
- Record of evacuation drill to be completed and signed off by Bus Driver and Witness.

Bus Evacuation Drill Record			
Date of Evacuation Drill	/ /	Bus Rego & Run No.	/
Bus Driver's Name		Bus Driver Authority No.	
Witness Name			
Time of Drill		Time taken to complete initial evacuation	<i>Mins</i>
No of Passengers		Bus Rolls to be checked to confirm all present & passenger back on bus	Total time taken: <i>Mins</i>
Incidents or Injuries	Did any incidents or injuries occur during drill? Yes / No <i>(if Yes, please provide details)</i>		
Comments/ Improvements	Please provide any additional comments or suggestion for improvement		

Bus Driver's Signature

Witness Signature

Please note: A copy of Passenger Manifest (Bus Roll) to be attached