

Management Information System

Williamstown High School

Matters and information to be contained in the MIS of an accredited bus operator

The Williamstown High School Management Information System (MIS) covers all the elements listed in the contents page. Where appropriate, signed copies exist of some documents as a stand-alone document stored permanently on the school's network drive.

Date of Issue: 10/11/2022

This document was last updated on 12/03/2024

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1. Bus Safety Policy

Williamstown High School has developed a safety policy which defines the safety aims and objectives of the organisation. The policy articulates the organisation's commitment to risk management, the development of a positive safety culture and continuous safety improvement. The safety policy has been approved by Williamstown High School Council.

The safety policy is reviewed every year by the School Council. The review involves consultation with staff and any changes to the policy are submitted to leadership for approval.

The safety policy is a controlled document, requiring the signature of the principal on behalf of the School Council to take effect.

The safety policy is available to all staff, our local school community and the wider public through our website.

Bus Safety Policy

Williamstown High School is committed to providing and maintaining a safe and healthy workplace for all staff and students. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. Williamstown High School is also committed to a culture of continuous improvement where systems and process reflect the appropriate level of risk at any given time.

Management will:

- Ensure Williamstown High School complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction, and training to enable all staff to work safely
- Supervise staff to ensure work activities are performed safely
- Consult with and involve staff on matters relating to health, safety, and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

Staff will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions, and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

School bus drivers will adhere to the department's [Work-Related Driving policy](#) by:

- Driving within the legal speed limit at all times
- Not consuming alcohol and/or drugs while driving a school bus and complying with the drug and alcohol laws at all times
- Not using mobile phones while driving
- Minimising distractions while driving
- Wearing a seatbelt
- Not exceeding the maximum seating capacity of the bus
- Reporting all incidents/accidents in [eduSafe](#) and to [Bus Safety Victoria](#)

This policy was first accepted by Williamstown High School Council on: 01/08/2023

This policy was last reviewed on: 12/03/2024

Signed:

Date:

21/05/24

Name: Kane Harnden

Position: School Council President

2. Governance and internal control arrangements

Governance

The Williamstown High School Council is made up of the following positions:

- Kane Harnden – School Council President
- Giorgio Catalano – School Principal (Executive Officer)
- Steph Viljoen – School Council Vice-President
- Jake Mansfield - Treasurer

The school council reviews its standards and procedures on a regular basis at its meetings in order to monitor the effectiveness of document control processes as well as other issues.

Another standard agenda item at school council meeting is the review of the Williamstown High School risk register. The Principal, Giorgio Catalano, provides an update on the risk register at each meeting and aspects of the risk register are discussed by the leadership team.

The Principal, Giorgio Catalano, provides the school council with appropriate safety information to assist them in their decision making.

The school council is provided with copies of internal audits to give them sufficient knowledge about the level of compliance displayed by the school.

Internal control arrangements

The responsibility for implementing and maintaining the accreditation documents for Williamstown High School Council has been given to the Principal, Giorgio Catalano, as the authorised delegate and responsible/relevant person.

The overall management of operational safety is the responsibility of the Principal, Giorgio Catalano, who has responsibility for applying risk management processes to maintain a safe operational work environment.

The Principal, Giorgio Catalano, may delegate bus safety tasks to appropriately qualified persons.

The major safety responsibilities and accountabilities within Williamstown High School Council are set out in individual job descriptions.

These arrangements were first accepted by Williamstown High School Council on: 01/08/2023

These arrangements were last reviewed on: 12/03/2024

Signed: Date: 21/05/24

Name: Kane Harnden

Position: School Council President

3. Documented safety accountabilities and authorities

School Principal, Giorgio Catalano

Job purpose: The Williamstown High School, School Principal has overall responsibility for ensuring the bus service runs safely and for the implementation and monitoring of the Williamstown High School safety management system. To fulfil their safety responsibilities, the Williamstown High School, School Principal will:

- provide leadership on safety issues
- manage operations and staff to ensure that services are provided in a safe manner
- integrate safety requirements into the position descriptions, performance agreements and work plans of staff
- ensure effective communication processes are implemented across all functional areas
- involve staff in the development of safe work practices
- encourage staff to be aware of unsafe activities and to participate in identifying unsafe areas, including ideas about improvements and training
- ensure that information on safety issues is regularly communicated to staff
- ensure hazard management systems are in place and regularly reviewed and updated
- ensure staff are provided with the training and resources necessary to carry out their responsibilities safely
- monitor the performance of drivers and other staff to ensure duties are performed in a safe and professional manner
- report and, where appropriate, investigate incidents
- evaluate and audit operational and safety systems on a regular basis.

Bus Driver (or any school staff required to drive the bus)

Job purpose: The Williamstown High School Bus Driver is responsible for operating buses in a manner which ensures the safety of themselves, their passengers and the public and in accordance with all safety relevant legislation and organisational requirements. To fulfil their safety responsibilities, the Williamstown High School Bus Driver will:

- ensure the safety of passengers
- operate buses in accordance with relevant road laws, other applicable legislation, school policies, procedures and safety instructions
- advise the accredited bus operator of any safety issues discovered during bus operations
- report all incidents and injuries, including completing accident report forms and incident reports, as required
- complete vehicle pre-departure checks
- report any damage, defect or repairs needed to the bus
- not have any alcohol or drugs present in their blood or breath immediately before, or while, driving a bus
- immediately report any matters relevant to the currency of their driver's licence or driver authority, including details of any criminal charges or offences
- immediately report all health issues or other issues that may affect their fitness to drive
- wear all personal protective equipment (PPE) as issued by the operator
- participate in training and staff meetings as required.

Mechanic and workshop duties

Mechanic and workshop duties are outsourced to a local business Aus. Den Aust Pty Ltd specialising in heavy vehicle maintenance and servicing.

To fulfil their responsibilities, Aus. Den will:

- undertake day to day bus repair and maintenance activities to ensure vehicle safety and roadworthiness
- fulfil vehicle preventative maintenance schedules and requirements
- maintain vehicle monitoring and reporting systems as required by relevant authorities
- respond to, investigate and repair vehicle defects as notified by drivers in vehicle defect books
- maintain a safe workshop area
- work in accordance with safe working procedures and instructions and comply with the accredited bus operator's MIS
- not have any alcohol or drugs present in their blood or breath immediately before, or while, performing bus safety work
- report all health issues or other issues that may affect their fitness to work
- follow policies, procedures and safety instructions
- wear all PPE as issued by the operator or pertinent to the job
- participate in training as required.

Williamstown High School has advised the mechanic/business in writing of their safety obligation to maintain Williamstown High School buses in accordance with the requirements of the Williamstown High School MIS and MMS.

Williamstown High School has also provided a copy of the Vehicle Safety Inspections Checklist to be worked through for every yearly safety inspection.

4. Information management process

Document identification

The identification and administration of safety records will be the responsibility of the Principal, Giorgio Catalano. A 'bus safety record' is a document that outlines the day to day operations of the accredited bus operator. This includes operational records, engineering records, and bus safety worker records such as training records.

Document registration and storage

A document register is kept on the shared network drive and includes the following information as a minimum:

- title of document, standard, procedure or form
- person responsible for maintaining document
- issue date
- document status, for example, draft, revision number, superseded or obsolete
- risk register cross reference, where appropriate
- retention period
- disposal protocol.

Williamstown High School makes safety records available for inspection by authorised parties as required.

The safety records retention schedule lists the records to be retained, how long these are to be retained and the name of the manager or supervisor who is responsible for monitoring storage and retention.

Hard copy records are kept in the business managers office for the required period and then either retained as archival documents or destroyed and the safety records retention schedule updated accordingly. Documents are securely stored to guard against the risk of loss through deterioration or damage.

Electronic records are backed up. Back-up records are kept secure at a location remote from the main office, where the master records are kept.

Document and data approval and issue

The principal of Williamstown High School reviews and approves all new and amended bus safety documents before they are issued.

Document Distribution List

This table is used for recording the people to whom documents have been provided.

Position	Organisation	Copy issued (Yes/No)	Copy number
Master copy – Network Drive	Williamstown High School	Yes	
Mechanic	Aus. Den Aust. Pty Ltd	Yes	

Sample safety records retention schedule

This table is used to record for how long records must be kept, where they are kept, who is responsible for the removal of the document and how it must be disposed of.

Title of safety record	Retention period	Location of record	Position responsible for removal	Disposal method	Comments
Internal audit records	3 years		Principal	Shred	
Third party audits	3 years		Principal	Shred	
Accident/incident notification of occurrences	3 years		Principal	Shred	
Accident/incident investigation reports	3 years		Principal	Shred	
Staff competency records	3 years		Principal	Shred	
Staff medical reports	3 years		Principal	Shred	
Staff training records	3 years		Principal	Shred	
Regulatory reports	3 years		Principal	Shred	
Contract records	3 years		Principal	Shred	
Calibration sheets and certificates	3 years		Principal	Shred	
Track certification records	3 years		Principal	Shred	
Risk assessment records	3 years		Principal	Shred	

5. Safety Information Communication

Williamstown High School recognises the importance of providing personnel with the necessary information to enable them to discharge their safety responsibilities effectively.

To ensure the timely and effective communication of safety related information Williamstown High School:

- holds regular meetings and circulates the meeting minutes to all personnel
- ensures that controlled copies of the MIS and all procedures and standards are readily accessible to personnel at relevant places throughout the business
- regularly disseminates safety related information through regular channels
- circulates safety bulletins to all operational staff when particular safety issues are identified,
- uses electronic media, such as emails and the organisation's website, to disseminate information.

Williamstown High School has a notice board in the staffroom where key safety notices are displayed. All staff are required to check the noticeboard regularly.

Williamstown High School recognises the importance of giving service providers the necessary information to enable them to discharge their safety responsibilities effectively.

To ensure the timely and effective communication of safety related information the accredited bus operator:

- holds meetings as required with service providers to provide updated safety information
- ensures that controlled copies of the MIS are readily accessible to persons acting for or on behalf of Williamstown High School.

6. Drug and alcohol management

Drugs and alcohol

The Williamstown High School Bus Safety Policy in conjunction with the Victorian Public Service Code of Conduct and the Department of Education [Work-Related Driving Policy](#) prohibits any person who is affected by drugs or alcohol from taking any part in bus safety work.

Personnel are required to advise their supervisors if taking any medication which may affect performance. The Williamstown High School principal will rely on visual and verbal assessments to form a reasonable impression as to whether a person's behaviour is affected by drugs or alcohol.

If there is any doubt that a member of staff is unfit to drive a bus they will be refused access to the vehicle. This is on the sole discretion of the principal.

7. Hazard, risk and change management

The concepts of the Transport Safety Victoria guidance material on managing safety so far as is reasonably practical, issued by the Safety Director, have been applied to the Williamstown High School operating environment.

Refer to the "Registered Bus Operator Risk Register"¹ for further details.

¹ Refer to Section 13 – Appendices > Appendix 1

8. Emergency management

In the event of an emergency Williamstown High School will:

Forecast Emergencies

The school principal (or delegate) will:

- enact the school's **Emergency Management Plan**
- monitor the VicEmergency website, app or telephone service for emergency forecast warnings
- notify parents/guardians of affected students of the bus cancellation(s)
- make alternative transport arrangements for students as required
- seek advice from the SEIL and/or DE regional emergency management staff or other emergency services as required.

Rapid Onset Emergencies

The school principal (or delegate) will:

- enact the school's EMP
- call 000 to request emergency assistance if required
- use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings
- hold all students on affected services at the school until the-all clear is given by emergency services
- notify parents/guardians of affected students of the situation and if possible advise when and where it is safe for their child to be picked up
- seek advice from the SEIL and/or DE regional emergency management staff or other emergency services as required keep an accurate log of all actions/decisions in relation to the event.

After an Emergency

The school principal (or delegate) will:

- participate in post-event debriefs led by either DE or DTP as appropriate
- document learnings from the event
- receive and provide feedback from/to stakeholders as appropriate
- update the EMP (as required) with support and advice from DE regional emergency management staff

The Williamstown High School principal will ensure that emergency information is available in each bus. This form assigns responsibilities and authorities to all staff and must be consulted in the case of an emergency or accident.

The contact list, codes and procedures for communication must be followed and anyone becoming aware of any changes needed should immediately contact management.

Emergency Management Plan - Instructions to drivers

In the case of any emergency, you should immediately contact the appropriate emergency services Police – Ambulance – Fire Dial “000” .

The School Principal (or delegate) should also be contacted and advised as to the event.

Drivers must have the following information available when contacting emergency services:

- nature of the emergency
- number and nature of injuries (if applicable)
- your location (the more exact, the quicker the response)
- hazards which may exist for rescue personnel attending
- School Principal (or delegate) contact details
- the telephone number you are calling from
- your assessment of the situation.

Emergency contacts

Local CFA – 1300 367 617 or 000

Local SES – 132 500

Williamstown High School – 9399 9228

Aus. Den Mechanics – 9364 8777

Additional considerations:

- your first priority is the safety of yourself and your passengers – all other actions take second place to this priority
- assess the situation and should an evacuation of the bus be required use the most appropriate method/exit, remain calm, speak slowly and clearly, direct passengers to safest off-vehicle location
- keep passengers informed of the progress of any action to be taken, for example, details such as ETA of fire/ambulance, ETA of replacement bus
- where possible, remain with the passengers and only leave them to seek assistance as a last resort provided your safety will not be placed at risk
- if appropriate, render first aid treatment and delegate tasks for example, head counts, protection of the scene, to responsible passengers
- if there is danger – do not, or allow others to, re-board the bus to obtain property

Unforeseen events:

- For situations such as bushfire, flood, items across roadway you should always follow the instructions of any authorised emergency services. If emergency services personnel require you to travel off your normal route, this information should be relayed to the school principal (or delegate) when appropriate.

9. Bus safety worker competence

Williamstown High School develops and regularly reviews position descriptions for all bus safety work. These reviews identify the competencies deemed necessary to ensure that persons undertaking the bus safety work have the knowledge, skills and experience to carry out their duties in a safe manner.

All Williamstown High School personnel hold safety qualifications and/or competencies appropriate for their positions and are regularly assessed for necessary competencies related to their work responsibilities. Competencies and training requirements for bus safety workers are detailed in the training matrix.

Competency assessments are organised by the relevant managers and whenever possible, assessments are carried out using a registered training organisation. In cases where there is no appropriate course available, assessments are carried out by people within the organisation who have qualifications and/or experience in the field of expertise being assessed.

Records of training and records of qualifications and competencies are held in personnel files in a secure location.

10. Incident reporting and investigation

The principal is nominated as the person to advise Safe Transport Victoria of bus safety incidents and has entered the Safe Transport Victoria duty officer contact number in his mobile telephone.

The principal has familiarised themselves with the reporting criteria, as described in the Bus Safety Regulations 2010 (Vic) and are reproduced here.

Incident categories

Three categories of reporting and new types of reportable incidents were introduced in the [Bus Safety Regulations 2020 \(Vic\)](#)

- Category 1 incidents require oral notification as soon as possible and written notification within 72 hours.
- Category 2 incidents require written notification within 72 hours
- Category 3 incidents relating to anti-social behaviour require notification on a monthly basis

Category definitions

category 1 incident, in relation to a bus operated by an accredited bus operator or a registered bus operator, means any of the following—

- (a) any circumstance, act or omission involving the bus that results in the death of, or serious injury to, any person;
- (b) a collision between the bus and any person;
- (c) a collision between the bus and any vehicle, infrastructure or other property that results in significant damage to property;
- (d) an implosion, explosion or fire;
- (e) the bus being in motion while not under the effective control of a driver;
- (f) an alleged assault that directly involves the bus driver and has the potential to result in the death of, or serious injury to, any person;
- (g) a circumstance where the driver of the bus is in contravention of the bus operator's alcohol and drug management policy;
- (h) a terrorist act on or near the bus;
- (i) a circumstance where a child is left unattended on the bus at the conclusion of a bus route or service;
- (j) a mechanical failure of the bus that has the potential to result in the death of, or serious injury to, any person;

category 2 incident, in relation to a bus operated by an accredited bus operator or a registered bus operator, means any circumstance, act or omission involving the bus, other than an incident that is a category 1 incident, that results in any of the following—

- (a) a person requiring immediate treatment as an in-patient in a hospital;
- (b) attendance by a police officer or health professional;
- (c) a divergence of the bus from a highway;

category 3 incident, in relation to a bus operated by an accredited bus operator or a registered bus operator, means any of the following incidents, other than an incident that is a category 1 or category 2 incident—

- (a) an alleged assault that occurs on the bus but does not directly involve the bus driver;
- (b) an alleged assault witnessed by the bus driver that occurs in the immediate vicinity of the bus, including at a bus stopping point;
- (c) a circumstance involving suspected or attempted self-harm that has the potential to result in the death of, or serious injury to, any person.
- (d) Slip/Trip/Fall – Rear Door: a slip/trip/fall that has occurred specifically as a result of rear door boarding or exiting.
- (e) Slip/Trip/Fall: a slip/trip/fall that has occurred but not as a result of rear door boarding or exiting and did not result in the injury to any person.
- (f) Objects thrown at/on bus: an object thrown at or on the bus that did not result in any damage to the bus or injury to any person.

Reporting a Bus Incident

The principal will use the following methods to report a bus incident:

Oral notification

- Call **1800 301 151** (24 hours/7 days)

Written notification

- Complete the [online form for Category 1 and 2 incidents](#)²

To support accurate completion of a Safe Transport Victoria Incident form, blank copies of Safe Transport Victoria Incident Report forms should be downloaded from the Safe Transport Victoria website and kept on the network drive under MIS filing system to access when needed.

Any completed and submitted Safe Transport Victoria Incident form (hard copy or online form) should be kept on the network drive under the MIS filing system for retention of records.

² Refer to Section 13 – Appendices > Appendix 2 & Appendix 3

11. Internal audits

Bus Safety Audit Report

The Williamstown High School Council is responsible for establishing and managing the annual audit program in relation to bus safety. Two levels of auditing may be undertaken:

1. Personnel with relevant experience and knowledge of position responsibilities, but independent of the position being audited, carry out internal audits to ensure individuals who are assigned safety responsibilities are effectively carrying out their responsibilities.
2. Where appropriate, external auditors with relevant experience may carry out audits of specific accreditation policies and procedures.

The College Principal, Giorgio Catalano, of Williamstown High School Council is responsible for internal audit arrangements and for reviewing the risk register to make sure high risks are given priority.

Audit scheduling

The Williamstown High School Council prioritises the audit program, taking into account various factors, including:

- scope of previous audit, previous audit findings and recommendations
- recent safety performance
- status and importance of activities to be audited
- industry trends.

The audit program is run on a calendar year basis according to a prepared audit item checklist. This schedule may vary as a result of changes to audit priorities or if additional audit requirements are identified. The audit schedule makes provision for all safety related activities to be audited at least once during every 12-months.

The audit program is monitored at Williamstown High School Council meetings, which inspects the audit report to ensure audits are proceeding according to schedule. Annual audits are conducted to ensure the accreditation requirements are reviewed every year.

Audit reporting

Audit findings are documented on the audit report with the non-conformance/non-compliance table completed, as necessary. The scope for annual independent audits includes the requirement to provide a written audit report.

Audit reports are given to the Principal, Giorgio Catalano, and are reviewed at Williamstown High School Council meetings until all corrective action items have been completed.

Where findings from audits require urgent attention the Principal, Giorgio Catalano, can assign corrective action items to the relevant workers or arrange to convene a meeting to review the findings and assign action.

Williamstown High School Council keeps a copy of the audit report and corrective actions on file for no less than three years.

Internal Audit Report

Accredited Bus Operator:	Williamstown High School		
Audit Report Date:	20/11/2023	Previous Audit Date	
Audit Completed By:		Responsible Person Authorised:	Giorgio Catalano
Audit item	Audit date	Findings	Outcome
1. Safety policy			
2. Governance and internal control arrangements			
3. Documented safety accountabilities and authorities			
4. Information management process			
5. Safety information communication			
6. Drug and alcohol management policy			
7. Hazard, risk and change management			
8. Emergency management			
9. Bus safety worker competence			
10. Incident reporting and investigation			
NOTES / COMMENTS			

12. Regulatory compliance

An accredited bus operator must establish systems and processes for the identification of safety requirements under the Bus Safety Act and Regulations.

An accredited bus operator must establish systems to ensure compliance with those safety requirements.

Williamstown High School complies with all Acts and Regulations relevant to its operations and ensures its bus safety workers are aware of their legal responsibilities. Refer to Section 5 for further information about Williamstown High School internal communication.

The principal has responsibility for keeping current copies of relevant Acts and Regulations and reviewing them to ensure these are up to date. This review is carried out annually or when it becomes known that changes have occurred to the relevant documents.

Details of all relevant Acts and Regulations monitored and held by Williamstown High School are provided in the document register.

When policies and procedures are developed, or existing policies and procedures are reviewed, a check is made of relevant Acts and Regulations to ensure the policies and procedures are legally compliant.

13. Appendices

Appendix 1 – Registered Bus Operator Risk Register

Registered bus operator Risk Register Williamstown High School

Instructions

School staff have a duty of care to their students to take reasonable steps to protect them from any injury that should have been reasonably foreseen. This duty can extend beyond school grounds and includes school approved activities and travel arrangements. It is important to note that this duty of care cannot be delegated to third parties.

Schools must ensure that they take reasonable steps to ensure that they meet their duty of care to their students when organising and travelling for excursions/camps/daily commute.

The purpose of a registered bus operator risk register is to **identify, document, and manage or control** associated risks. It is not always possible to eliminate all risks. Rather, the Department expects that schools will **manage and monitor** any risks and **regularly review** their risk assessment. Risk management is **not** intended to interfere with the school's role in providing educational benefits for children and young people. Where possible, risks should be controlled instead of a school ceasing a beneficial activity altogether.

Before completing the risk register, you should:

1. Consult with school staff, students and the school community (including families, volunteers and school council) about any risks they have identified. You may be able to do this through existing channels, including school council, parent club, or Student Representative Council or any third-party service providers.
2. Consider risks in the physical school environment.
3. Consider risks in the online school environment.
4. Consider risks from, for example: excursions, camps, homestays, student workplace learning, and other activities held off the school site.
5. Consider risks that might be specific to vulnerable cohorts, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disability, and international education students.

When completing the risk register, you should:

1. **Add** any risks - strategic, operational or project related that **are relevant** to the bus visit.
2. **Add** existing risk management strategies (controls) that your school is already undertaking.
3. **Choose** the risk assessment ratings that apply to the risk in your school (refer to [Risk Rating Matrix \(PDF 56kb\)](#))
4. Where the risk rating is **low** and the existing risk management strategies (controls) are effective, you do **not** have to undertake new risk management strategies (treatments)
5. Where the risk rating is **medium or above**, **add** new risk management strategies (controls) that your school will undertake.
6. **Add** the name and position title of the person in your school who will be responsible for the new risk management strategies (treatments) and completion due date.
7. **Add** a date (and diarise) the next review of the risk register (it is recommended that Extreme and High risk are monitored, reviewed and reported on regular periodical basis).
8. **The principal** should **sign** the risk register.

You can contact the DET Risk team at risk.in.education@edumail.vic.gov.au for help to complete this risk register.

Registered bus operator Risk Register

School: Williamstown High School



Supervising teachers/staff:

Approved by school principal:

Date reviewed: (insert date)

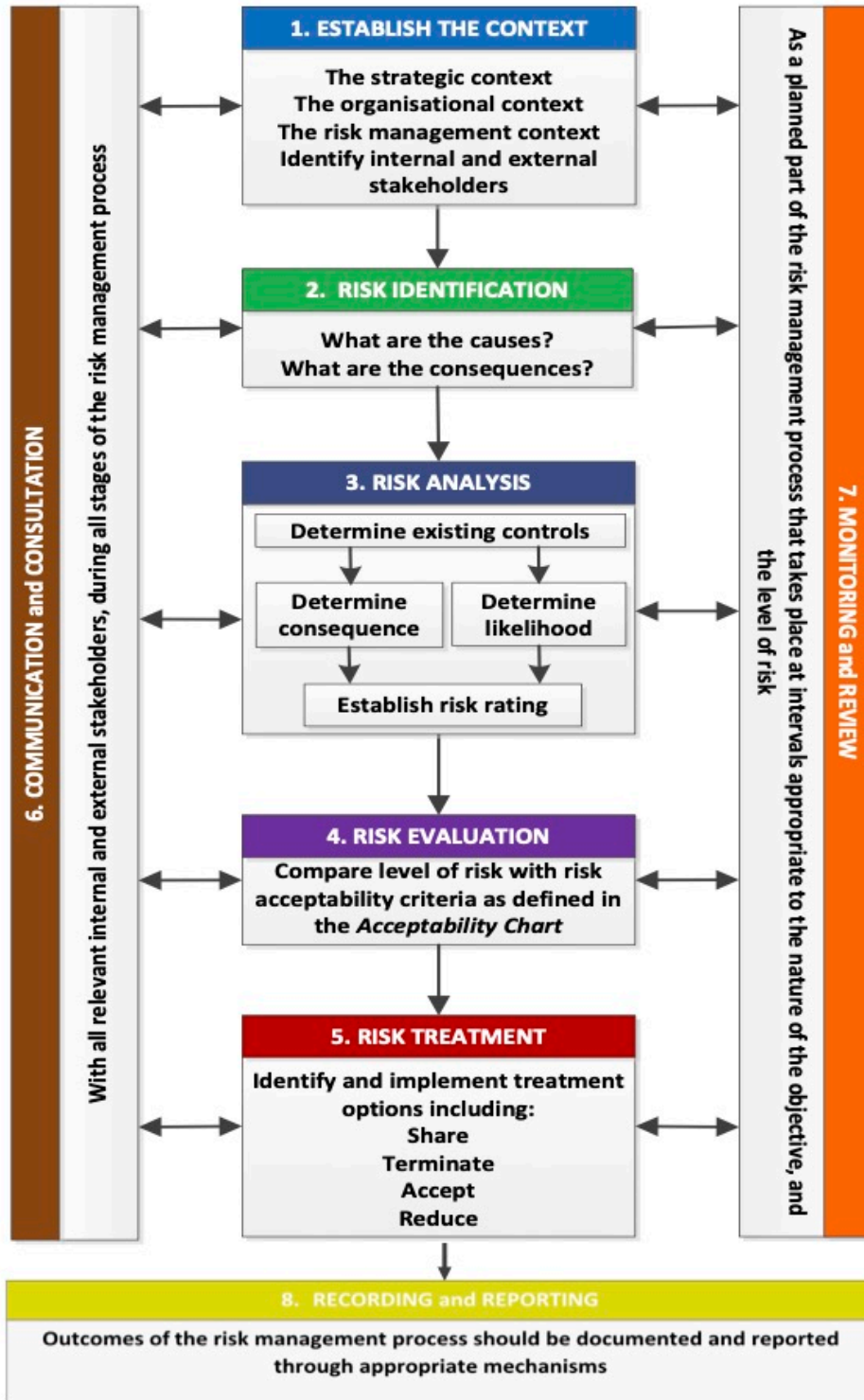
Next review due:

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Risk Assessment			New risk management strategies (treatments)	Who is responsible?	Completion Date of new risk management strategies (treatments)
			Risk Consequence How big would the impact of this risk be if it occurred? (choose one)	Risk Likelihood How likely is this risk to occur? (choose one)	Risk Rating What is the current risk level based on the risk rating matrix			
<p>Risk Title 1. Vehicle suitability</p> <p>Risk description There is a risk that the school bus is not suitable for use.</p>	<p>Describe the risk cause/s and consequence/s <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i></p> <p>Causes</p> <ul style="list-style-type: none"> Lack of appropriate regular maintenance Lack of seatbelts Poor vehicle visibility Doors that have the potential to trap passengers. Risk of on-board fires (e.g. gas buses, loose wiring) <p>Consequences</p> <ul style="list-style-type: none"> Death, injury, trauma event Students fail to gain targeted educational outcomes. Disruption / cancellation of planned activity Reputation damage to school / DET 	<p>Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i></p> <ol style="list-style-type: none"> Appointed School Bus Manager. Ongoing vehicle maintenance program. Drivers undertake pre-departure checks to ensure the serviceability of vehicle lights, indicators, brakes, steering etc. and anomalies logged for immediate resolution. Fire extinguishers are fitted and maintained in accordance with AS2444. Bus driver conducts head count prior to departure to ensure capacity demands do not exceed the maximum number of passengers that may safely be carried. 	<p>Risk Consequence How big would the impact of this risk be if it occurred? (choose one)</p> <p>Severe Major Moderate Minor Insignificant</p>	<p>Risk Likelihood How likely is this risk to occur? (choose one)</p> <p>Almost certain Likely Possible Unlikely Rare</p>	<p>Risk Rating What is the current risk level based on the risk rating matrix</p> 	<p>Describe the actions to be undertaken for those risks requiring further treatments. <i>What will be done? Who is accountable? When will it happen?</i></p> <ol style="list-style-type: none"> Develop training for staff (including fire extinguisher training) Develop a documented procedure that ensures that risks associated with the opening and closing of bus doors are understood (and practised) by drivers i.e. drivers are required to ensure passengers are well clear of doors prior to opening and closing 	<p>List the name and position who is responsible for each new risk management strategy (noting that the principal is ultimately responsible)</p> <ol style="list-style-type: none"> (name and position) (name and position) 	<p>The date each new risk management strategy (treatment) action should be completed by</p> <ol style="list-style-type: none"> Date/Month/Year Date/Month/Year

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Risk Assessment			New risk management strategies (treatments)	Who is responsible?	Completion Date of new risk management strategies (treatments)
			Risk Consequence How big would the impact of this risk be if it occurred? (choose one)	Risk Likelihood How likely is this risk to occur? (choose one)	Risk Rating What is the current risk level based on the risk rating matrix			
<p>Risk Title 2. Driver fitness / behaviour</p> <p>Risk description There is a risk the bus driver puts the safety of passengers at risk.</p>	<p>Causes</p> <ul style="list-style-type: none"> • Drug and alcohol consumption • Fatigue (including that resulting from secondary employment) • Fitness / medical complaints • Lack of concentration or attention • No licence, Loss of Licence / Driver Authority • Dangerous or hazardous driving • Bus runs out of fuel. <p>Consequences</p> <ul style="list-style-type: none"> • Death, injury, trauma event • Disruption / cancellation of planned activity • Reputation damage to school / DET 	<p>Describe any existing policy, procedure, practice or device that acts to minimise the risk</p> <p>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</p> <ol style="list-style-type: none"> 1. Implementation of Drug and Alcohol Program including: <ol style="list-style-type: none"> 2. Information and Training 3. Testing Procedures 4. Remedial Procedures 5. Drug and Alcohol Policy. 6. Driver contracted to: 7. Report any loss / change to their licence / authorisation. 8. Report any injury or illness (including mental illness) that may affect their fitness to drive. 9. Renew their licence / authorisation periodically to ensure currency. 10. Extra staff allocated for every bus trip so they can provide student supervision. 11. Buses are fuelled at the end of each operating day and the fuel level is checked prior to departure for any activity. 	<p>Severe</p> <p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Possible</p> <p>Unlikely</p> <p>Rare</p>		<ol style="list-style-type: none"> 1. Develop monitoring protocol for bus drivers regarding their driver performance. 2. Develop fatigue management policy including timetables constructed to ensure drivers are not required to exceed driving hours. 	<p>List the name and position who is responsible for each new risk management strategy (noting that the principal is ultimately responsible)</p> <ol style="list-style-type: none"> 1. [name and position] 2. [name and position] 	<p>The date each new risk management strategy (treatment) action should be completed by</p> <ol style="list-style-type: none"> 1. Date/Month/ Year 2. Date/Month/ Year
<p>Risk Title 3. Environmental conditions</p> <p>Risk description There is a risk that road conditions change or are not favourable to safe driving</p>	<p>Causes</p> <ul style="list-style-type: none"> • Wet weather conditions • Ice, snow, fog • Unaware of weather conditions • Bushfire • Congested roads • Steep or windy roads • Unpaved or narrow roads • Kangaroos or other animals <p>Consequences</p> <ul style="list-style-type: none"> • Death, injury, trauma event • Disruption / cancellation of planned activity • Reputation damage to school / DET 	<p>Driver training on driving to conditions.</p> <p>Drivers to reduce speed when driving in early mornings, late afternoons and at night to avoid animal strikes.</p> <p>Driver to be made aware of / assess environmental conditions prior to departure for any activity.</p> <p>Incident management system in place should an 'incident' occur whereby Principal notified immediately.</p> <p>School ensures drivers have means to communicate with Principal if an 'incident' occurs.</p> <ol style="list-style-type: none"> 1. Driver training on driving to conditions. 2. Drivers to reduce speed when driving in early mornings, late afternoons and at night to avoid animal strikes. 3. Driver to be made aware of / assess environmental conditions prior to departure for any activity. 4. Incident management system in place should an 'incident' occur whereby Principal notified immediately. 5. School ensures drivers have means to communicate with Principal if an 'incident' occurs. 	<p>Severe</p> <p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Possible</p> <p>Unlikely</p> <p>Rare</p>		<ol style="list-style-type: none"> 1. Develop training for drivers regarding building their capacity to locate and interpret Bureau of Meteorology data. 	<ol style="list-style-type: none"> 1. [name and position] 2. [name and position] 	<ol style="list-style-type: none"> 1. Date/Month/ Year 2. Date/Month/ Year

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Risk Assessment			New risk management strategies (treatments)	Who is responsible?	Completion Date of new risk management strategies (treatments)
	Describe the risk cause/s and consequence/s <i>What would cause it to go wrong? (causes) What are the impacts if it does go wrong? (consequences)</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i>	Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Risk Rating <i>What is the current risk level based on the risk rating matrix</i>	Describe the actions to be undertaken for those risks requiring further treatments. <i>What will be done? Who is accountable? When will it happen?</i>	List the name and position who is responsible for each new risk management strategy (noting that the principal is ultimately responsible)	The date each new risk management strategy (treatment) action should be completed by	
Risk Title 4. Operating environment Risk description There is the risk of injury to the bus driver or passengers.	Causes <ul style="list-style-type: none"> Bus involved in motor vehicle crash. Passengers moving about the bus en route. Road users do not see a child getting on or off the bus. The bus driver does not see a child approaching or getting off a bus. Passenger misbehaviour (not wearing seatbelts) Road rage Consequences <ul style="list-style-type: none"> Death, injury, trauma event Students fail to gain targeted educational outcomes. Disruption / cancellation of planned activity Reputation damage to school / DET 	<ol style="list-style-type: none"> Driver training on driving to conditions. Deliver an education program for students travelling on the school bus highlighting risky behaviour e.g., not wearing seatbelts. Incident management system in place should an 'incident' occur whereby Principal notified immediately. School ensures drivers have means to communicate with Principal if an 'incident' occurs. Drivers instructed to document / report all incidents. A process exists for formal warnings to parents if child misbehaves. 	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	1. Develop training for drivers in School Student Code of Conduct. 2. Develop de-brief procedures for any affected drivers.	<ol style="list-style-type: none"> [name and position] [name and position] 	<ol style="list-style-type: none"> Date/Month/Year Date/Month/Year 	
Risk Title Risk short description	<ol style="list-style-type: none"> Causes <ul style="list-style-type: none"> Consequences <ul style="list-style-type: none"> Severe Major Moderate Minor Insignificant 	<ol style="list-style-type: none"> 	Almost certain Likely Possible Unlikely Rare	1.	<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> [name and position] 	<ol style="list-style-type: none"> Date/Month/Year 	

Add more rows as required. The list of risks listed here is not exhaustive, these are example only and should be adapted to suit the circumstances of your school.



Risk can be described as anything; event, practice, process, activity, etc. that could hinder or help achievement of stated goals or objectives.

1. Establish the Context

1. Decide the scope of the activity, including the goals and objectives.
2. Ascertain the internal and external environment (see PESTLE overleaf).
3. Confirm the identity and concerns/ issues/ expectations of stakeholders.
4. Familiarize yourself with the Department's tools used to identify, analyze and manage risk.

2. Risk Identification

5. Ask yourself the following questions (see SWOT overleaf):
 - What can go wrong? (risks)
 - What would cause it to go wrong? (causes)
 - What are the impacts if it does go wrong? (consequences)
 - What can go right? (Value add-opportunity risk)
6. Once all the risks have been identified they should be recorded into a risk register

3. Risk Analysis

7. For each risk the existing controls currently in place should be captured.
 - How effective are the controls we have in place? (see control effectiveness chart overleaf)
8. Risk is analysed in terms of consequence (What is the impact of risk?) and the likelihood (How likely is the risk to occur? -taking into account the effectiveness of any controls identified in the previous step).
9. Risk consequences are measured using the following descriptive terms:
 - Severe, major, moderate, minor, insignificant (see the consequence criteria guide overleaf. It provides the context to select on of the above terms).
10. Risk likelihood is measured using the following descriptive terms:
 - Almost certain, likely, possible, unlikely, rare (see the likelihood criteria guide overleaf. It provided the context to select one of the above terms).
11. The risk matrix (overleaf) can now be used to combine the selected level of consequence with the selected level of likelihood to determine the overall level of risk.
12. This is called the 'current assessment' (with existing controls).

4. Risk Evaluation

13. Risk evaluation involves comparing the current risk rating found during the analysis process with risk acceptance criteria established by the Department.
14. You should refer to the Acceptability Chart (overleaf) to determine the level of acceptability.
15. The categories of acceptability defined in the Acceptability Chart determine the approach to the management of risk across the Department.
16. Risks rated Low or Medium do not necessarily require further treatments as this level of risk is acceptable.
17. Risks rated High or Extreme require further treatments to reduce their level of risk to a more acceptable level- (refer to Risk Treatment).

5. Risk Treatment

18. Options for risk treatment include:
 - Share- if practical to do so, share the risk- or some of it (e.g. outsourcing or insurance)
 - Terminate- cease the activity
 - Accept- risk acceptance required appropriate authority.
(see the Acceptability Chart to determine whether the risk is acceptable)
 - Reduce- reduce the risk level by applying additional treatments until the risk is acceptable.
19. Risk treatment involves a cyclical process of:
 - assessing the risks
 - deciding whether the risk levels are acceptable (by reference to the Acceptability Chart)
 - if not, determine appropriate risk treatment options (see above)
 - implementing risk treatments.
20. A second assessment is then made to confirm the treatments will reduce the level of risk.
21. This second level of risk is called the 'target assessment'- after treatments where you expect the risk level to be once your treatments have been implemented- once implemented they become existing controls.

6. Communication and Consultation

22. Communication and consultation with all relevant internal and external stakeholders should take place during all stages of the risk management process.

7. Monitoring and Review

23. Monitoring and review should be a planned part of the risk management process and should take place at intervals appropriate to the nature of the objective and the level of risk.

8. Recording and Reporting

24. Recording and reporting involves a structured way to document and report the outcomes of the risk management process to relevant stakeholders, ensuring that risk exposures are understood and managed.

DET Risk Management Framework - Assessment Tools

Consequence Criteria: This guide provides indicative terms against which the significance of risk is evaluated.

Descriptor	Student Outcomes	Wellbeing and Safety	Finance	Reputation	Operations	Strategic
Insignificant	<ul style="list-style-type: none"> Educational outcomes, engagement and wellbeing and pathways and transitions can be met with workarounds 	<ul style="list-style-type: none"> Minor injury requiring no first aid or peer support for stress / trauma event 	<ul style="list-style-type: none"> Small loss that can be absorbed 	<ul style="list-style-type: none"> Internal impact (no external impact) 	<ul style="list-style-type: none"> School operations continue with slight interruptions to normal activities 	<ul style="list-style-type: none"> Goals, targets and key improvement strategies can be delivered with inconsequential impacts
Minor	<ul style="list-style-type: none"> Educational outcomes, engagement and wellbeing and pathways and transitions achieved but below targets 	<ul style="list-style-type: none"> Injury / ill health requiring first aid. Peer support for stress / trauma event 	<ul style="list-style-type: none"> Loss of 'consumable' assets, < 2% deviation from budget Minor fraud possible 	<ul style="list-style-type: none"> Adverse comments local community media Short term stakeholder dissatisfaction / comment 	<ul style="list-style-type: none"> Some school operations disrupted. Minor workarounds return school to normal operations 	<ul style="list-style-type: none"> Minor workarounds need to be implemented to deliver the SSP goals, targets and key improvement strategies
Moderate	<ul style="list-style-type: none"> Student's overall levels of Literacy and Numeracy static Increasing truancy Partial achievement of targeted pathways and transition 	<ul style="list-style-type: none"> Injury / ill health requiring medical attention. Stress / trauma event requiring professional support 	<ul style="list-style-type: none"> Loss of assets 2% - 5% deviation from budget External audit management letter 	<ul style="list-style-type: none"> External scrutiny e.g., VAGO Adverse state media comment Stakeholder relationship impacted 	<ul style="list-style-type: none"> Key school operations temporarily disrupted. School leadership team meets to return school to normal operations 	<ul style="list-style-type: none"> Constant consultation with key stakeholders needs to be maintained to deliver the SSP goals, targets and key improvement strategies
Major	<ul style="list-style-type: none"> National targeted improvements not achieved. Partial achievement of targeted learning outcomes Student dissatisfaction with access to pathways/transitions 	<ul style="list-style-type: none"> Injury / ill health requiring hospital admission. Stress / trauma event requiring ongoing clinical support 	<ul style="list-style-type: none"> Loss of significant assets 6% - 15% deviation from budget External audit qualification on accounts High end fraud committed 	<ul style="list-style-type: none"> External investigation Adverse comments national media Stakeholder relationship tenuous 	<ul style="list-style-type: none"> Whole of school operations disrupted. Assistance sought from Regional Office 	<ul style="list-style-type: none"> Significant adjustment to resource allocation and service delivery required to deliver SSP goals, targets and key improvement strategies
Severe	<ul style="list-style-type: none"> Literacy and Numeracy decline Student's engagement and connectedness to the school and their peers is very poor. Declining number of student options for pathways and transitions 	<ul style="list-style-type: none"> Fatality or permanent disability Stress / trauma event requiring extensive clinical support for multiple individuals 	<ul style="list-style-type: none"> Loss of key assets >15% deviation from budget Systemic and high value fraud 	<ul style="list-style-type: none"> Commission of inquiry National front-page headlines Stakeholder relationship irretrievably damaged 	<ul style="list-style-type: none"> Normal school operations cease. School evacuated Regional Office notified 	<ul style="list-style-type: none"> SSP goals, targets and key improvement strategies cannot be delivered. Changes need to be made to the SSP

Likelihood Criteria: This guide provides the indicative terms against which the probability of a risk event occurrence is evaluated.

Descriptor	Description	Indicative %	Indicative Frequency	Note:
Almost Certain	Expected to occur	>95%	Multiple times in the next year	<p>1. <i>The Likelihood Criteria refers to the likelihood of the consequence descriptor you have selected i.e., the likelihood of a 'major' consequence.</i></p> <p>2. <i>The Indicative Frequency may not be relevant when assessing risks related to repeated activities, or when objectives are to be delivered over discrete periods of time. It should not be the sole basis for assessment.</i></p>
Likely	Probably will occur (no surprise)	66-95%	At least once in the next year	
Possible	May occur at some stage	26-65%	Once in the next 3 years	
Unlikely	Would be surprising if it occurred	5-25%	Once in the next 5 years	
Rare	May never occur	<5%	Once in the next 10 years	

DET's Control Effectiveness: Indicates the self-assessment of control effectiveness.

Controls Effectiveness Rating and Criteria	
Ineffective	<ul style="list-style-type: none"> The design of controls overall, is ineffective in addressing key causes and/or consequences. Documentation and/or communication of the controls does not exist (e.g., policies, procedures, etc.). The controls are not in operation or have not yet been implemented.
Needs Improvement	<ul style="list-style-type: none"> The design of controls only partially addresses key causes and/or consequences. Documentation and/or communication of the controls (e.g., policies, procedures, etc.) are incomplete, unclear or inconsistent. The controls are not operating consistently and/or effectively and have not been implemented in full.
Acceptable	<ul style="list-style-type: none"> The design of controls is largely adequate and effective in addressing key causes and/or consequences. The controls (e.g., policies, procedures, etc.) have been formally documented but not proactively communicated to relevant stakeholders. The controls are largely operating in a satisfactory manner and are providing some level of assurance.
Effective	<ul style="list-style-type: none"> The design of controls is adequate and effective in addressing the key causes and/or consequences. The controls (e.g., policies, procedures, etc.) have been formally documented and proactively communicated to relevant stakeholders. The controls overall, are operating effectively so as to manage the risk.

DET's Risk Rating Matrix: Used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

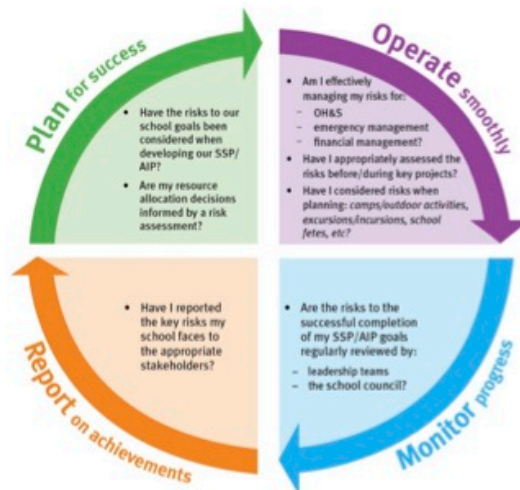
DET's Acceptability Chart: Used to decide whether the risk is acceptable, based on the rating calculated.

Extreme (must have Principal / School Council / Regional Office oversight)	Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Principal/School Council/Regional Office level, be subject to the development of detailed treatments, on-going oversight and high-level review.
High (with ongoing Principal Class Officer review)	Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balance against the risk. Escalation of this level of risk to Principal Class Officer level should occur.
Medium (with frequent risk owner review)	Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.
Low (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.

Find Risk Management on Edu Gate.

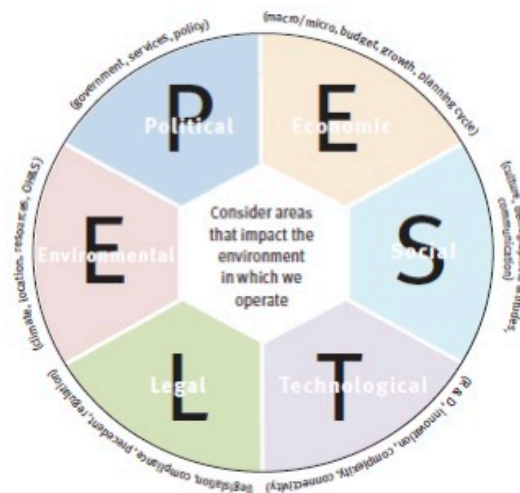
School Cycle - where schools should use risk management.

Utilise risk management at all stages of the school cycle, to drive decision making, establish priorities and allocate resources. Risk management should be based on the best information available. Effort expended should be proportionate to the risk and benefits should be balanced against the risk.



PESTLE Analysis - used to establish the context.

PESTLE - (political, economic, social, technological, legal, environmental) is a useful tool to analyse the operating environment and to understand any other factors that contribute to it. It may be beneficial to involve your key stakeholders when conducting this type of analysis.



SWOT Matrix - used in risk identification.

A SWOT Matrix (strengths, weaknesses, opportunities and threats) is a useful tool to analyse the environment and establish current issues and future risks. It may be beneficial to involve your key stakeholders when conducting this type of analysis.



Appendix 2 – Notification of Bus Incident (Category 1 and 2)



A branch
of Transport
Safety
Victoria

BUS 4
12 November 2020

TSV incident number (TSV use only)

Notification of Bus Incident by Operator

Bus Safety Act 2009 (Vic), Bus Safety Regulations 2020 (Vic)

Obligation to report incidents

Under section 65 of the *Bus Safety Act 2009 (Vic)*, accredited and registered bus operators must notify the Safety Director of prescribed bus incidents in accordance with the *Bus Safety Regulations 2020 (Vic)*. Failure to do so attracts a penalty of 50 penalty units.

This form is to be used to notify incident under Category 1 and 2 and must be completed within 72 hours of the incident.

Note: For category 1 incidents, the first step in reporting an incident is to contact the Transport Safety Victoria duty officer by telephone on 1800 301 151.

1. What type of incident are you reporting? * (enter 'X' in the appropriate box)

Category 1 Category 2

2. Accreditation/Registration number * Name of bus operator

3. When did the incident happen?

Date (dd/mm/yyyy) * Time (24 hour clock) *

For Category 1 only – Verbal notification date, time and name of TSV officer?

Date (dd/mm/yyyy) Time (24 hour clock) Name of TSV Officer:

4. Where did the incident happen? *(Location including building number, street name and suburb/town as applicable)

5. Where was the bus travelling from and to?

From: To:

6. What type of incident was it? *(enter 'X' in the appropriate box)

Collision with (specify) → bicycle bus car infrastructure
 motorbike person tram train
 truck other:

Alleged assault Child left on bus Object thrown at the bus
 Alleged drug/alcohol affected driver Implosion, explosion or fire Rear Door Boarding
 Alleged drug/alcohol affected passenger Injury to employee other than driver Roll-away
 Anti-social behaviour to driver Mechanical failure Security, theft or threat
 Breach of Road Rules by Driver Medical episode driver/ passenger Slip, trip or fall
 Divergence from the highway (highway means road or road related area)
 Other (specify):

Telephone 1800 223 022
 PO Box 2392 Melbourne VIC 3001
 Email information@transportsafety.vic.gov.au
 Website transportsafety.vic.gov.au



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7. Was there a loss of control of the bus? * (enter 'X' in the appropriate box)
 No Yes

8. Was there damage to property? * (enter 'X' in the appropriate box)
 Major Minor None

9. Type of bus service *(enter 'X' in the appropriate box)

Commercial bus service (specify): →

<input type="checkbox"/> Route	<input type="checkbox"/> Tour and charter
<input type="checkbox"/> Courtesy	<input type="checkbox"/> Demand responsive
<input type="checkbox"/> School Bus	<input type="checkbox"/> V-Line
<input type="checkbox"/> Local	<input type="checkbox"/> Rail Replacement

Commercial minibus service (specify): →

<input type="checkbox"/> Route	<input type="checkbox"/> Tour and charter	<input type="checkbox"/> Demand responsive
--------------------------------	---	--

Community and private bus service for or in connection with the activities of: →

<input type="checkbox"/> Educational body	<input type="checkbox"/> Religious body	<input type="checkbox"/> Sporting body
<input type="checkbox"/> Philanthropic body	<input type="checkbox"/> Social body	<input type="checkbox"/> Welfare body
<input type="checkbox"/> Health body		

Hire and drive Non-commercial courtesy Courtesy using a 10, 11 or 12 seat bus

10. Vehicle registration number *

11. Route number (if applicable):

12. What services attended? (enter 'X' in the appropriate box)

<input type="checkbox"/> None			
<input type="checkbox"/> Ambulance → Taken to hospital?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Police	<input type="checkbox"/> Fire brigade	<input type="checkbox"/> Other (specify):	<input type="text"/>

13. Did the incident result in any of the following *(enter number or 'X' in the appropriate box)
 Fatalities Serious injuries Minor injuries N/A

14. Was an alcohol and/or drug test conducted on the driver/employee? (enter 'X' in the appropriate box)
 No
 Yes → What were they tested for and what was the result? (enter 'X' in the appropriate box)

Alcohol → Result Negative Positive Drugs → Result Negative Positive

15. What happened? Provide a description of events leading up to the incident and the incident itself.

16. Has or will the bus operator convene an investigation into the incident? (enter 'X' in the appropriate box)

Yes No

Acknowledgment

By completing this section, I acknowledge that: (enter 'X' in the two boxes below)

The information provided in this notification is true and correct; and
 I understand it is an offence under section 66 of the *Bus Safety Act 2009 (Vic)* to provide any false or misleading information and that penalties apply.

Name Date (dd/mm/yyyy)

Position title Contact number

In case the contact name for further inquiries from TSV is not the same as above, complete the section below:

Contact Name Contact number

How to lodge

Email the completed form to: online.incidents@transportsafety.vic.gov.au

What happens next?

You may be required to provide more information. If this is the case, TSV will contact you.

Disclaimers

Transport Safety Victoria (TSV) collects and holds the personal information provided in this application to assist the Director, Transport Safety (Safety Director) to administer the *Bus Safety Act 2009 (Vic)* and *Bus Safety Regulations 2020 (Vic)*. TSV is committed to protecting personal information in accordance with its obligations under the *Bus Safety Act 2009 (Vic)*. The personal information provided in this report may be disclosed to other government agencies in accordance with the *Bus Safety Act 2009 (Vic)* and the *Transport Integration Act 2010 (Vic)*. It is an offence under the *Bus Safety Act 2009 (Vic)* to give information that is false or misleading in relation to a report.

The individuals whose personal information is collected on this report have a right to seek access to this personal information and to seek correction of any error in the personal information held. All individuals whose personal information is included with this report should be informed of this fact. For more information on privacy please refer to TSV's privacy statement at transportsafety.vic.gov.au/privacy.

Appendix 3 - Notification of Bus Incident (Category 3)



Notification of Category 3 Bus Incident

Bus Safety Act 2009 (Vic), Bus Safety Regulations 2020 (Vic)

Obligation to report incidents

Under section 65 of the *Bus Safety Act 2009 (Vic)*, accredited and registered bus operators must notify the Safety Director of prescribed bus incidents in accordance with the *Bus Safety Regulations 2020 (Vic)*. Failure to do so attracts a penalty of 50 penalty units. As per regulation 44(1)(a) of the *Bus Safety Regulations 2020 (Vic)*, a notification of Category 3 incidents must be given in a written report provided monthly within 5 business days of the last day of each calendar month.

Reporting Month & Year: [Select Month] 2023 Accreditation (AO) / Registration Number (RO):

Name of Operator:

Incident Date	Incident Time	Incident Location	Incident Type*	Type of Service	Bus Registration	Route Number (if applicable)	No. of Minor Injuries	Incident Details	Internal Investigation Conducted?
[Select Date]			[Select Incident Type]						[Select]
[Select Date]			[Select Incident Type]						[Select]
[Select Date]			[Select Incident Type]						[Select]
[Select Date]			[Select Incident Type]						[Select]
[Select Date]			[Select Incident Type]						[Select]
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[Select Date]			[Select Incident Type]						[Select]
[Select Date]			[Select Incident Type]						[Select]
[Select Date]			[Select Incident Type]						[Select]
[Select Date]			[Select Incident Type]						[Select]

*Category 3 Incident Types

- Cat 3 (a): an alleged assault that occurs on the bus but does not directly involve the bus driver.
- Cat 3 (b): an alleged assault witnessed by the bus driver that occurs in the immediate vicinity of the bus, including at a bus stopping point.
- Cat 3 (c): a circumstance involving suspected or attempted self-harm that has the potential to result in the death of, or serious injury to, any person.

Acknowledgment

By completing this section, I acknowledge that: (enter 'X' in the two boxes below)

- The information provided in this notification is true and correct, and
 I understand it is an offence under section 66 of the *Bus Safety Act 2009* (Vic) to provide any false or misleading information and that penalties apply.

Name

Date (dd/mm/yyyy)

Position title

Contact number

In case the contact name for further inquiries from ST VIC is not the same as above, complete the section below:

Contact Name

Contact number

How to lodge

Email the completed form to: online.incidents@transportssafety.vic.gov.au

What happens next?

You may be required to provide more information. If this is the case, ST VIC will contact you.

Disclaimers

Safe Transport Victoria (ST Vic) collects and holds the personal information provided in this application to assist the Safety Director, ST Vic, Bus Safety to administer the *Bus Safety Act 2009* (Vic) and *Bus Safety Regulations 2020* (Vic). ST VIC is committed to protecting personal information in accordance with its obligations under the *Bus Safety Act 2009* (Vic). The personal information provided in this report may be disclosed to other government agencies in accordance with the *Bus Safety Act 2009* (Vic) and the *Transport Integration Act 2010* (Vic), it is an offence under the *Bus Safety Act 2009* (Vic) to give information that is false or misleading in relation to a report.

The individuals whose personal information is collected on this report have a right to seek access to this personal information and to seek correction of any error in the personal information held. All individuals whose personal information is included with this report should be informed of this fact. For more information on privacy please refer to ST VIC's privacy statement at transportssafety.vic.gov.au/privacy.

Appendix 4 – Bus Pre-trip Inspection Checklist and Record



Pre-trip inspections

Schools must establish and maintain a record of pre-trip inspections.

Tailor the checklist below for pre-trip inspections and record the result of the inspection in the Pre-Trip Inspection Record.

Pre-Trip Inspection Checklist

Listed in alphabetical order, not order of priority. Add additional items as needed

Item(s)	Activity
Brakes, gauges, and warning devices	<input type="checkbox"/> check that no brake failure indicators, pressure/vacuum gauges, or other gauges and warning lights are not on (in alarm mode). <input type="checkbox"/> check parking brake can be applied and removed <input type="checkbox"/> test application of the brakes while the bus is in slow motion (after checking park brake if needed)
Doors & windows	<input type="checkbox"/> check the door opening and closing mechanism <input type="checkbox"/> check the door interlock system <input type="checkbox"/> check windows are secure and show no signs of damage <input type="checkbox"/> check windows can open and close as specified
Emergency exit	<input type="checkbox"/> check emergency exit hammers are present and fitted <input type="checkbox"/> check emergency exit doors and windows are secure and can be accessed and opened if needed (not blocked).
Engine Bay	<input type="checkbox"/> visual check for any visible leaks of any oil, fuel, water, refrigerant/coolant, hydraulic or brake fluid etc.
Fire extinguisher/s	<input type="checkbox"/> check fire extinguisher/s are present <input type="checkbox"/> check that extinguishers are in working condition <input type="checkbox"/> Note: the checking that fire extinguishers are correctly charged may be undertaken at intervals specified by the fire extinguisher manufacturer by a qualified tester
Lights and reflectors	<input type="checkbox"/> visual check that all reflectors and lenses are intact <input type="checkbox"/> check that all lights internal/external are working
Mirrors	<input type="checkbox"/> visual check of mirrors for security (fitted properly), damage, dirt, and grime that would prevent clear vision
Other	<input type="checkbox"/> check demister works (cold/wet days only) <input type="checkbox"/> conduct horn test <input type="checkbox"/> add other items that may be applicable
Signage and Devices	<input type="checkbox"/> check that bus accreditation regulation signs and labels are in place and complete <input type="checkbox"/> ensure reversing buzzer/warning sign is working <input type="checkbox"/> ensure school bus signage and lighting is fitted when required <input type="checkbox"/> ensure any other school related signage is in good condition
Structure and bodywork	<input type="checkbox"/> visual check of all panels for damage <input type="checkbox"/> visual check for structural integrity

Item(s)	Activity
Windscreen, wipers and washers	<input type="checkbox"/> check wipers and windscreen washers <input type="checkbox"/> ensure clear forward vision <input type="checkbox"/> check reversing camera if fitted (note reversing should only occur under supervision and away from pedestrian movements)
Wheels and Tyres	<input type="checkbox"/> visual check of wheel security (fitted properly) <input type="checkbox"/> visual check of tyres for pressure and tread integrity (puncture/damage etc.)

Pre-trip Inspection Record – Williamstown High School

This form is used to record the result of a pre-trip inspection. Any defects should be recorded on the defect report and clearance form

Accredited Operator		Vehicle	Manufactured
Registration number:		IMO5BY	2018
Date	Odometer	Bus pre-trip inspection complete and bus approved for service	Defect found (also enter on the defect and clearance report)
		Yes / No – see defect	Name of person who conducted inspection
		Yes / No – see defect	
		Yes / No – see defect	
		Yes / No – see defect	
		Yes / No – see defect	
		Yes / No – see defect	
		Yes / No – see defect	
		Yes / No – see defect	
		Yes / No – see defect	

Add additional lines as needed