

Policy/Procedure

Club bus operation

Background

The Minyip Murtoa Football and Netball Club Inc (MMFNC) own and operate a bus for the use of its members. The MMFNC is a registered bus operator.

The bus is driven by members to transport other members to and from games, events and functions. It is not used for private purposes.

Bus operators must, [so far as is reasonably practicable](#), ensure the safety of the bus service in determining what is reasonably practicable. Consideration must be given to:

- The likelihood of the hazard or risk
- The degree of harm that would result if the hazard or risk eventuated
- What the person concerned knows, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk
- The availability and suitability of ways to eliminate or reduce the hazard or risk
- The cost of eliminating or reducing the hazard or risk

Purpose

The purpose of this policy and procedure is to ensure the MMFNC comply with Bus Safety laws in Victoria and ensure we have appropriate policies and procedures in place to manage risk associated with our bus operations.

This policy along with the below policies meets the MMFNC requirements to develop a drug and alcohol policy:

- Safe transport policy.
- Alcohol management policy
- Illegal drug policy.

Policy

General

- A bus driver must not have alcohol or drugs present in their blood or breath immediately before or while driving a bus.
- A bus driver will hold a full drivers licence relevant to the MMFNC bus.
- The bus will only be driven by members who have undertaken an induction (see below) and have registered their details with the club (licence details – name, address and licence number.)
- The club will maintain a register of drivers.
- The club will conduct a risk assessment and maintain a risk register for bus operation.
- The bus driver will not operate the bus unless an operation fire extinguisher is on board.
- The certificate of registration will be kept and made available to BSV on request.
- The driver will ensure that no more passengers are transported on the bus than seats available.

- A logbook will be maintained to record trips (journey details and distance) and passenger numbers.
- Drivers will pick up and drop off passengers from curbs or areas off roads where possible.
- Drivers will carry a mobile phone at all time.
- Bus drivers will ensure buses have adequate fuel to complete trips.

Induction process

- Bus drivers will provide their drivers licence details and any relevant accreditations to the club to record in their register.
- Bus drivers will be inducted as a driver by the club. This will include:
 - Becoming familiar with this policy and risks management framework and any other relevant club policies or procedures.
 - Becoming aware of the features of the bus.
 - The need to and process for reporting prescribed incidents.
 - The limitations on passengers on the bus.

Incident reporting

For reporting purposes, a bus incident is a circumstance, act or omission, including:

- A collision with any person, vehicle, infrastructure, obstruction or object
- An implosion, explosion or fire
- Any mechanical failure
- Divergence from the highway
- An accident or incident that results in a person requiring immediate treatment as an in-patient in a hospital.
- Where the driver of the bus is in contravention of the bus operator's alcohol and drug management policy.
- A failure to comply with applicable legislative requirements, vehicle specifications, bus standards or codes of practice, where the circumstance, act or omission resulted in, or had the potential to result in:
 - the death of any person
 - serious injury to any person
 - a loss of control of the bus
 - significant damage to property.

A driver will inform a Board member immediately when an incident occurs, when it is safe to do so. The Board will inform BSV verbal as soon as possible after an incident and in writing within 72 hours of the incident.

<https://transportsafety.vic.gov.au/bus-safety/safety-duties/how-to-report-a-bus-incident/notification-of-bus-incident>

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