



YMCA Geelong – Bus Operator Registration Procedure

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 193-O	06/06/2019	06/06/2019	APPROVED

- 1. BUS OPERATOR REGISTRATION PROCEDURE**
- 2. PURPOSE**

This procedure only applies to vehicles that have seating for 10 or more adults, including the driver.

All buses, registered within Victoria, operated by YMCA are required to obtain Bus Operator Registration. This is to demonstrate to the governing body Transport Safety Victoria, that the YMCA have the capacity and competencies to manage the risks to safety, associated with operating a bus. All YMCA sites which own or lease a bus must adhere to this procedure and remain registered under the YMCA Geelong Incorporated, Bus Operator Registration.

- 3. SCOPE**

This Procedure applies to The Young Men's Christian Association of Geelong Inc.

- 4. PROCEDURE STEPS**

3.1 Bus Registration Process

In order to achieve Bus Operator Registration, the following must take place:

- Determine if the vehicle is a bus - If a bus, registration process must follow.
- Obtain a Bus Roadworthy Certificate from a licensed VicRoads Roadworthy Tester
- Send Roadworthy Certificates and Maintenance Schedule to ohs.geelong@ymca.org.au

All buses operated by YMCA Geelong must be included in the YMCA Geelong Bus Operator Registration. To locate a licensed VicRoads Roadworthy Tester, visit the Victorian Automobile Chamber of Commerce website - <http://www.vacc.com.au/>

n.b. You must apply for registration if you intend to operate: a non-commercial bus service with a vehicle that has 10 or more seats (including the driver). For example:

- Community and private bus service
- Non-commercial courtesy bus service
- Hire and drive bus service.

3.2 Annual Safety Inspection

To maintain organisational Bus Operator Registration, an annual Safety Inspection must be undertaken for each bus by a licensed bus tester. At the conclusion of the inspection, a new roadworthy certificate should be issued.

It is the responsibility of the site to ensure the Safety Inspection occurs and that the new Roadworthy Certificate is submitted to your HSE Coordinator. If Bus Operation registration lapses due to failure to comply with safety inspection requirements, a new Bus Operator registration application must be lodged.

3.3 Maintenance Schedule

All sites operating a bus should have an up to date Maintenance Schedule, which records upcoming dates and work undertaken of external bus maintenance, that is, by a qualified mechanic.

3.4 Pre-Drive Check

An inspection of the bus should take place prior to each use, including a check of, but not limited to, working lights, windows, doors, windscreen, mirrors, brakes, and fuel. The inspection should ensure the bus is in a safe order to operate and no unscheduled maintenance is required.

A pre-drive Vehicle Inspection checklist is located on

<https://extranet.ymca.net.au/Filing/gee/Documents/Transport%20Safety%20Victoria>

- The operator of a bus service must ensure that each bus used in the provision of the bus service is not used unless all fire extinguishers fitted to that bus are maintained in operating condition.
- The bus operator must ensure that every bus complies with each bus standard that is applicable to the bus unless an exclusion applies, or we have granted an exemption.

For each bus used to provide the bus service, the bus operator must:

- Determine the [maximum number of passengers](#) that may be safely carried on each bus
- Maintain a record of the number
- Ensure that the driver of each bus is aware of the number recorded.

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.

3.5 Reporting Bus Incidents

Under the Bus Safety Act 2009 (Vic), all accredited and registered bus operators have a duty to report incidents and accidents to Bus Safety Victoria.

In the first instance bus driver must report all incidents via the Minor/Major Incident Form as per YMCA Incident Reporting Policy to their immediate supervisor.

Reportable Incidents are outlined in the Section 5 Definitions – Bus Incidents.

The immediate supervisor (Manager/CEO) must report the incident to Transport Safety Victoria.

- Bus operators must verbally notify Bus Safety Victoria (BSV) as soon as possible after becoming aware of a bus incident by contacting the Duty Officer on 1800 301 151 (24 hours/7 days).
- Operators must also report an incident in writing within 72 hours of becoming aware of the incident. This can be completed online transportsafety.vic.gov.au/bus-safety or by emailing the completed form <https://transportsafety.vic.gov.au/bus-safety/safety-duties/how-to-report-a-bus-incident>
- If directed by Bus Safety Victoria to do so in writing, a registered bus operator must undertake an [investigation into a bus incident](#).

3.6 Documentation

Records of all activities associated with the Bus Operator Registration must be maintained and held for a minimum of three years. These include pre-drive inspection checklist, Annual safety inspection records, and maintenance schedule and works carried out.

Under section 20 of the *Bus Safety Act 2009* (Vic), TSV needs to conduct a safety audit of the systems and procedures you have in place for the operation of your bus service to ensure that you are meeting your obligations as a registered bus operator in accordance with the *Bus Safety Act 2009* (Vic) and the *Bus Safety Regulations 2010* (Vic).

Bus operators must [update their details](#) with Transport Safety Victoria when;

- the nature of the bus service changes
- the details specified in the application for registration change
- the operator of the bus service ceases to operate the bus service.

5. DEFINITIONS

Annual Safety Inspection	Annual vehicle inspection to be conducted by a licenced VicRoads Roadworthy Tester (Roadworthy Check)
Bus	A motor vehicle that has been built with seating positions for 10 or more adults, including the driver.
Bus Incident	<p>For reporting purposes, a bus incident is an event, act or omission, including:</p> <ul style="list-style-type: none"> • A collision with any person, vehicle, infrastructure, 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 Slip, Trip or Fall on a bus • Significant damage to property • Bus breakdown and it cannot be move (doesn't include a flat tyre) • Fire on bus • Medical episode where an ambulance has been called to transport a patient from the bus to hospital. • 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: <ul style="list-style-type: none"> ▶ the death of any person ▶ serious injury to any person ▶ a loss of control of the bus ▶ significant damage to property.
Bus Operator Registration	Registration with Transport Safety Victoria, declaring all buses are operated and managed in accordance with legislation.
Bus Operator	<p>A registered bus operator must ensure that each person who drives a bus holds an appropriate driver licence for the category of motor vehicle that person is driving for the registered bus operator.</p> <p>An appropriate driver licence is:</p> <ul style="list-style-type: none"> • A full driver licence for that category of motor vehicle or an equivalent driver licence issued in another jurisdiction • Where the registered bus operator has been granted permission under section 22(5A) of the Act to use probationary drivers, a probationary driver licence for that category of motor vehicle (section 22A(4)-(5) of the Act). <p>A bus operator who is registered in respect of a commercial minibus service must ensure that a person driving a bus for that bus service is the holder of a driver accreditation under Division 5 of Part VI of the Transport (Compliance and Miscellaneous) Act 1983 (Vic) to drive that bus.</p>

Licensed bus tester	Only licensed bus testers may carry out an annual bus safety inspection. In Victoria, bus testers are licensed by Vic Roads.
Roadworthy Certificate	Confirmation that a vehicle has passed a minimum safety inspection and is safe to operate
Transport Safety Victoria	Victorian State Government body, responsible for transport related matters including legislation, compliance and safety

6. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
CEO	Nominated contact personnel in the oversight of bus related matters and collection of required documentation. Reporting incidents to TSV.
Managers and Coordinators	Support nominated contact personnel and assist centres/programs in registration process and annual safety inspections
Nominated Bus Contact Personnel	YMCA Geelong's point of contact for all bus related matters, internally and externally. Provide advice to bus operators and liaise with Transport Safety Victoria. Responsible for the central keeping of all bus related documents
Centre / Program (Managers)	Centre / Program (managers) are responsible for the following; <ul style="list-style-type: none"> • Implementation of Bus Operator Registration Procedure • Obtaining annual Roadworthy Certificates • Maintenance and safety of bus • Ensure pre-drive checklist conducted • Upkeep of all bus related documents (i.e. maintenance schedule, licences, vehicle registration) • Driver safety including, driver fitness and fatigue management • Driver qualifications • Reporting incidents to TSV.
Employees	Responsible for adhering to the requirements of the Bus Operator procedure including: <ul style="list-style-type: none"> ▶ completing pre-drive inspections ▶ maintain driver license ▶ Ensuring compliance to Blood Alcohol Content legal requirements and zero prohibited drug in system while driving /operating a YMCA owned, leased or hired vehicle. ▶ reporting all bus incidents to immediate supervisor and completing incident report forms

7. SUPPORTING DOCUMENTS

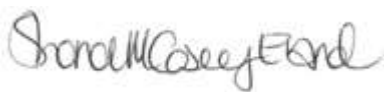
- [Daily Vehicle Inspection Log](#)
- [Notification of Bus Incident](#)
- [YMCA Vehicle and Traffic Management Procedure](#)
 - [Bus Safety Act 2009](#)
 - [Bus Safety Regulations 2010](#)
 - [Transport \(Safety Schemes Compliance and Enforcement\) Act 2014 \(Vic\)](#)
 - Transport Integration Act 2010

8. DOCUMENT HISTORY

Approved by: CEO
 Meeting date: 23/02/2016 , 06/06/2019
 Resolution Number:
 Effective date: 23/02/2019, 07/06/2019
 Review date: 06/06/2020
 Policy Owner: Shona Eland, CEO
 Contact Details policy owner: Email: geelong@ymca.org.au; Ph: 5221 8344
 Amendment history:

Version	Date	Author	Change Description
V1	23/02/2016	Shona Eland	Drafted Procedure
V2	06/06/2019	Shona Eland	Following review with TSV updated clause 3.5 to include “In the first instance bus drivers must report all incidents via the Minor/Major Incident Form as per YMCA Incident Reporting Policy to their immediate supervisor. Reportable Incidents are outlined in the Section 5 Definitions – Bus Incidents.” Updated clause 5 Roles and Responsibilities- CEO- Reporting incidents to TSV. Manager- Reporting incidents to TSV. Employees- maintain driver license <ul style="list-style-type: none"> • Ensuring compliance to Blood Alcohol Content legal requirements and zero prohibited drug in system while driving /operating a YMCA owned, leased or hired vehicle. • reporting all bus incidents to immediate supervisor and completing incident report forms

As Adopted by the YMCA Geelong on 06/06/2019



Chief Executive Officer YMCA Geelong Inc.