

# SCHOOL TRANSPORT SAFETY POLICY

## Client Information & Compliance Framework

Sydney Charter Bus Pty Ltd | ABN: 44 134 888 912 - Charter Bus Operations

*This document sets out the mandatory safety, compliance, and operational requirements that govern all school transport services provided by Sydney Charter Bus Pty Ltd. All clients, schools, supervising staff, and passengers are required to familiarise themselves with and adhere to the obligations contained herein.*

## 1. Legislative & Regulatory Framework

All school transport services are conducted in strict compliance with the following legislative instruments and regulatory schemes:

Instrument / Scheme	Application
NSW Bus Operator Accreditation Scheme (BOAS)	Operator accreditation, vehicle standards and service conditions
Heavy Vehicle National Law (HVNL)	Driver work hours, fatigue management and mass/load limits
Work Health and Safety Act 2011 (NSW)	Workplace safety obligations applicable to all personnel
Child Protection (Working with Children) Act 2012 (NSW)	Working With Children Check requirements for driver engagement
Australian Design Rules (ADR)	Vehicle construction and passenger safety standards
Company Safety Management System (SMS)	Internal safety controls, incident reporting and continuous improvement

## 2. Scope of Application

This Policy applies to all of the following services and personnel:

Services Covered	Personnel Bound
School charter services — public and private	All employed and subcontracted drivers
Excursions, camps and school sporting transfers	Company management and administrative staff
All charter operations carrying enrolled students	Teachers, coordinators and accompanying adults

### 3. Driver Compliance & Child Safety Requirements

#### 3.1 Working With Children Check (WWCC)

*All drivers engaged in school transport services must hold and maintain a valid NSW Working With Children Check (WWCC) where required under applicable legislation. WWCC currency is verified prior to engagement and monitored on an ongoing basis.*

#### 3.2 Licensing & Competency Requirements

All drivers must satisfy the following mandatory requirements prior to undertaking school transport services:

Requirement	Detail
Driver Authority	Valid NSW Driver Authority issued by Transport for NSW
Heavy Vehicle Licence	Appropriate class — LR / MR / HR / HC as applicable to vehicle type
Medical Fitness	Current medical assessment confirming fitness for commercial passenger transport
Passenger Safety	Completed training in passenger safety procedures and emergency response protocols
Child Safety Awareness	Trained in child safety awareness and non-physical behaviour intervention protocols

#### 3.3 Conduct & Professional Standards

Drivers are required to:

- Maintain professional boundaries with all students at all times.
- Refrain from physical contact except where strictly necessary in an emergency situation.
- Avoid inappropriate conversation, conduct, or engagement with passengers.
- Report any child safety concerns immediately to company management.

### 4. Duty of Care & Supervision Responsibilities

Party	Primary Responsibility	Limitations
School / Organiser	Retains primary duty of care and supervision of students throughout the journey, including boarding and disembarking.	—
Driver	Safe operation of the vehicle; ensuring passengers remain seated; enforcing onboard safety directions; refusing unsafe instructions.	Drivers are not responsible for student discipline or direct supervision beyond safety intervention.

*A responsible adult — being a teacher or authorised representative of the organising body — must be present on board for the duration of every school transport service, including during all boarding and disembarking activities.*

## 5. Passenger Safety Requirements

Area	Requirement
Seating & Movement	All students must remain seated while the vehicle is in motion. Aisles, doorways and emergency exits must remain unobstructed at all times. Standing is strictly prohibited unless expressly permitted by law and vehicle design.
Seatbelts	Where seatbelts are fitted, they must be worn for the duration of the journey. Responsibility for enforcement rests with supervising school staff.
Boarding & Disembarking	Boarding and disembarking must occur in a safe and controlled manner, at lawful locations, under the direct supervision of the responsible adult. Students must not cross roadways without active supervision.

## 6. Vehicle Safety Standards

All vehicles deployed on school transport services are maintained in accordance with BOAS and SMS requirements and are equipped with:

Feature	Standard / Detail
Fire Extinguishers	Fitted and regularly inspected in accordance with applicable regulations
Emergency Exits	Clearly marked and unobstructed; compliant with Australian Design Rules
First Aid Kits	Maintained onboard at all times; restocked following use
Servicing & Inspections	Regular scheduled servicing and safety inspections, including HVIS where applicable
ADR Compliance	All vehicles meet Australian Design Rules for passenger transport

## 7. Fatigue Management

Driver fatigue management is administered in strict accordance with the Heavy Vehicle National Law (HVNL) and the Company Fatigue Management Policy. Key requirements include:

- All drivers must be fit for duty and adequately rested prior to commencing service.
- Maximum work hour limits and minimum rest period requirements are strictly enforced.
- School itineraries submitted by clients must allow for lawful driving hours and mandated rest breaks.
- Any itinerary that cannot be safely accommodated within legal driving time will be subject to revision or refusal.

## 8. Emergency Management

Emergency Type	Response Protocol
Vehicle Breakdown	Driver to secure vehicle safely, activate hazard warning systems and contact operations management for assistance.
Accident / Collision	Driver to take control of the immediate situation, contact emergency services, preserve scene and notify management.

Emergency Type	Response Protocol
Medical Emergency	Driver to stop vehicle safely, contact emergency services (000) and advise supervising staff. Supervising staff to attend to the student.
Evacuation	Driver to execute vehicle evacuation procedure; supervising staff to manage student movement and welfare away from the vehicle.

*In all emergency situations, the driver assumes operational control. Supervising school staff are required to assist with student management and must cooperate fully with all directions issued by the driver.*

## 9. Prohibited Conduct

The following conduct is strictly prohibited aboard all Sydney Charter Bus vehicles

- ✗ Standing or moving within the vehicle whilst in motion
- ✗ Interference with, or distraction of, the driver during vehicle operation
- ✗ Throwing of objects within or from the vehicle
- ✗ Consumption or possession of alcohol, illicit drugs or prohibited substances
- ✗ Bullying, harassment, intimidation or any conduct that compromises the safety or wellbeing of others

## 10. Behaviour Management

Students are required to conduct themselves in a safe and respectful manner at all times. In the event of unsafe or disruptive behaviour, the following escalation measures may be applied:

<b>Step 1</b>	The driver may bring the vehicle to a safe stop and issue a formal warning to the student(s) concerned.
<b>Step 2</b>	The supervising teacher or responsible adult will be notified and required to manage the behaviour.
<b>Step 3</b>	Sydney Charter Bus Pty Ltd reserves the right to terminate the service where safety is materially compromised.

*Sydney Charter Bus Pty Ltd reserves the right to refuse or discontinue any service where student conduct presents an unacceptable risk to the safety of other passengers, the driver, or the general public.*

## 11. Client Responsibilities

Schools and organising bodies (collectively, 'Clients') bear the following responsibilities in connection with school transport services:

Obligation	Requirement
Passenger Numbers	Provide accurate and final passenger numbers prior to departure to enable appropriate vehicle allocation.

Obligation	Requirement
Supervision Ratios	Ensure adequate adult supervision ratios are in place for the nature and age of the student group.
Special Needs Disclosure	Communicate any student special needs, medical conditions or safety risks to Sydney Charter Bus prior to travel.
Regulatory Compliance	Ensure all students and supervising staff comply with the safety directions of the driver and this Policy.
Itinerary Provision	Provide proposed itineraries with sufficient lead time to enable fatigue and route assessment.

*Failure by the Client to satisfy these obligations may result in refusal to provide, or withdrawal of, transport services without liability to Sydney Charter Bus Pty Ltd.*

## 12. Accessibility & Special Needs

<b>Mobility Aids</b>	Collapsible mobility aids (including wheelchairs and walkers) may be transported where they can be safely stowed within the vehicle.
<b>Independent Boarding</b>	All passengers must be capable of boarding and disembarking independently, unless prior arrangements have been made and confirmed with Sydney Charter Bus.
<b>Manual Handling</b>	The manual lifting of passengers by drivers is not permitted under Work Health and Safety obligations. Appropriate prior arrangements must be made where assistance is required.

## 13. Incident Reporting

All of the following occurrences must be reported immediately to Sydney Charter Bus management and recorded in accordance with SMS incident reporting procedures:

- Safety breaches or policy non-compliance
- Injuries — actual or alleged — sustained by any person on board
- Significant behavioural incidents involving students or supervising staff
- Near-miss events or hazard observations

## 14. Policy Enforcement & Review

<b>Non-Compliance</b>	Non-compliance with this Policy may result in suspension or termination of services, reporting to relevant regulatory authorities and review under applicable contractual terms.
<b>Policy Review</b>	This Policy is reviewed regularly in accordance with BOAS requirements, SMS continuous improvement processes and updates to applicable legislation.
<b>Precedence</b>	Where any provision of this Policy conflicts with applicable legislation, the legislative requirement shall prevail.

## 15. Contact Information

### **Sydney Charter Bus Pty Ltd**

*Trading as Sydney Charter Bus Australia*

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