

# Student Transport Risk Assessment

## A Complete Guide for NSW Schools

Compliant with National Regulations 102B, 102C & 102D

For school principals, excursion coordinators, business managers and nominated supervisors

NSW Bus Operator Accreditation No. 39461 | ABN: 44 134 888 912

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Under Regulations 102B and 102C of the *Education and Care Services National Regulations 2011*, all education and care service providers — including NSW schools — must conduct a risk assessment before transporting, or arranging the transport of, children in their care. When a school engages Sydney Charter Bus Australia, the school retains full legal responsibility for the risk assessment. This guide explains every requirement.

## 1. The Legal Framework

Provision	Requirement
<b>Regulation 102B</b>	A transport risk assessment must be conducted <b>before</b> the service transports, or arranges the transport of, a child. Applies every time, unless Regulation 100 (excursion) applies.
<b>Regulation 102C</b>	Sets out the mandatory content of every transport risk assessment — the specific matters that must be identified, assessed and documented.
<b>Regulation 102D</b>	Governs written authorisation for transport — what it must contain, who may give it and when it must be obtained.
<b>Regulations 100 &amp; 101</b>	Excursion risk assessment obligations — amended from 1 October 2020 to also require assessment of means of transport, seatbelt requirements and entry/exit procedures at all locations.
<b>Regulation 168(2)(ga)</b>	Services that provide or arrange transport must maintain written policies and procedures for the transportation of children.
<b>Passenger Transport Act 2014 (NSW)</b>	All charter bus operators must hold NSW Bus Operator Accreditation. Maximum penalty for operating without accreditation: <b>up to \$110,000</b> . Schools must verify accreditation before confirming any booking.
<b>Education Act 1990 (NSW)</b>	Schools owe a <b>non-delegable duty of care</b> to students at all times including during excursion transport. Engaging an external operator does not transfer this duty.
<b>Child Protection (Working with Children) Act 2012 (NSW)</b>	All drivers operating school excursion services must hold a current Working With Children Check (WWCC) issued by the NSW Office of the Children's Guardian. Mandatory — no exceptions.

## 2. What the Risk Assessment Must Cover — Mandatory Matters (Reg. 102C)

The following 10 matters must be addressed in every transport risk assessment. Source: ACECQA — Safe Transportation of Children Information Sheet (October 2020); Kids and Traffic Transport Safety Risk Assessment and Management Guide (2023).

#	Mandatory Matter	What Must Be Documented
1	<b>Proposed route and duration</b>	Full route from school to destination and return; estimated travel times between all stops; total service duration.
2	<b>Pick-up location and destination</b>	Full addresses of all pick-up and drop-off points; any access restrictions, height limits, bus zones, boom gates or parking conditions at each location.
3	<b>Means of transport</b>	Specific vehicle type, seating capacity, registration plate, operator name and NSW Bus Operator Accreditation number.
4	<b>Seatbelt &amp; safety restraint requirements</b>	Applicable NSW Road Rules; restraint requirements by student age group; confirmation all seatbelts are functional; portable restraints for eligible age groups where required.
5	<b>Water hazards</b>	Any bridges, causeways, flood-prone roads, rivers, dams, beaches or bodies of water accessible at any stop or near the route.
6	<b>Number of adults and children</b>	Full names and contact numbers of all supervising adults; total number of students; WWCC and Driver Authority confirmation for all relevant persons.
7	<b>Supervision requirements &amp; specialised skills</b>	Educator-to-student ratios appropriate to identified risks; 1:1 support for any student requiring it; first aid, anaphylaxis or specialised health management skills required.
8	<b>Items to be readily available during transport</b>	First aid kit; emergency asthma and anaphylaxis medications; student and adult lists; emergency contacts; charged mobile phone; medical action plans; transport attendance record.
9	<b>Entry &amp; exit procedures at all locations</b>	How each child is accounted for at every transition — boarding, arrival, departure, return; signed attendance records; headcount procedures; responsible person identified at each stage.
10	<b>Embarking &amp; disembarking procedures</b>	Step-by-step procedures; how each child is accounted for on boarding and alighting; post-disembarkation vehicle check (all seats, under seats, storage areas); driver and educator sign-off.

### Additional Considerations — All Transport Risk Assessments

- ✓ Driver's experience, licence class and compliance with vehicle licensing conditions for the vehicle type used
- ✓ Age, ability, developmental needs and individual health requirements of all students — including mobility aids, anaphylaxis, asthma, diabetes and other medical conditions
- ✓ Movement of students between the vehicle and all venues — pedestrian safety, road crossings, car park navigation and proximity to traffic at all boarding/alighting points
- ✓ Traffic environments, road conditions and known hazards on the route
- ✓ Mobile phone reception along the route — and whether a satellite phone or backup device is required for remote routes
- ✓ First aid provision and management of illness, injury and emergencies during transport
- ✓ External events — traffic incidents, crashes, extreme weather or natural disasters
- ✓ Environmental hazards — temperature extremes, smoke or pollution, particularly for students with respiratory conditions
- ✓ Child Safe practices — protective behaviours, driver conduct, supervision standards and reporting procedures

### 3. Risk Assessment Matrix — ACECQA Standard

Cross-reference Likelihood (rows) with Consequence (columns) to determine the risk rating for each identified hazard.

Use the matrix below for every hazard identified. After applying control measures, re-evaluate each hazard and record the revised rating. Source: ACECQA Risk Matrix, reproduced in Kids and Traffic Transport Safety Risk Assessment and Management Guide 2023 (NSW Department of Education).

LIKELIHOOD ↓ / CONSEQUENCE →	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	Moderate	High	High	Extreme	Extreme
LIKELY	Moderate	Moderate	High	Extreme	Extreme
POSSIBLE	Low	Moderate	High	High	Extreme
UNLIKELY	Low	Low	Moderate	High	High
RARE	Low	Low	Low	Moderate	High

<b>EXTREME</b>	Immediate action required. Senior management must be notified. Do not proceed until risk is eliminated or reduced to Moderate or lower. Escalate to nominated supervisor and approved provider.
<b>HIGH</b>	Senior management attention required. Strong control measures must be implemented and documented before proceeding. Ongoing monitoring required.
<b>MODERATE</b>	Management responsibility must be specified. Control measures must be documented and in place before proceeding. Review at regular intervals.
<b>LOW</b>	Manage by routine procedures and normal oversight. Document control measures and monitor.

## 4. Written Authorisation Requirements — Regulation 102D

A written authorisation must be obtained from a parent or person named in the child's enrolment record as having authority to authorise transportation. The following must all be included:

- ✓ The child's full name
- ✓ The reason the child is to be transported
- ✓ The date the child is to be transported — or, for regular transportation, a description of when
- ✓ A description of the proposed pick-up location and destination
- ✓ The means of transport — specific vehicle type, operator name and accreditation number
- ✓ The period of time during which the child is to be transported
- ✓ The anticipated number of children to be transported
- ✓ The anticipated number of staff and other adults who will accompany and supervise students
- ✓ Any requirements for seatbelts or safety restraints under NSW law
- ✓ A statement that a risk assessment has been prepared and is available at the service
- ✓ A statement that written policies and procedures for transporting children are available at the service

For **regular transportation**, authorisation is only required once in a 12-month period, provided the circumstances relevant to the risk assessment remain substantially the same. Regular transportation does NOT include excursions. Source: ACECQA — Safe Transportation of Children Information Sheet (October 2020).

## 5. NSW Seatbelt & Child Restraint Laws — What Actually Applies to Charter Buses

The law differs significantly between private cars and accredited buses. Both frameworks are documented here with a legislative disclaimer.

### 5A The Bus Exemption — Accredited Buses with 13 or More Seats

Under **Rule 266** of the *Road Rules 2014* (NSW), the driver of a motor vehicle must ensure all passengers under 16 years are appropriately restrained — **except where the vehicle is a bus**. A bus under NSW law is a motor vehicle with 13 or more seats (including the driver). All SCBA fleet vehicles fall within this definition. The child restraint rules that apply to private cars, taxis and rideshare do not apply to accredited buses with 13+ seats.

Age Group	Legal Requirement — Accredited NSW Bus (13+ seats)	SCBA Safety Recommendation
Under 12 months	No legal obligation to use a child restraint on an accredited bus with 13+ seats. Bus exemption under Rule 266 applies.	Infants must never be carried in arms while the vehicle is in motion. Parent and infant seated together in a rear seat. Notify us at booking for advice.
12 months to under 7 years	No legal obligation to use a child restraint or booster seat on an accredited bus with 13+ seats. Bus exemption applies.	Bring a portable booster seat. Rear seats first. Wear the fitted seatbelt. Never share a seatbelt.
7 to 15 years	No legal obligation to use a restraint on an accredited bus with 13+ seats. Bus exemption applies.	Wear the fitted seatbelt. Rear seating preferred. One passenger per seatbelt.
16 years and over	Must wear a fitted seatbelt where available — Rule 265, Road Rules 2014 (NSW). Bus exemption does not extend to passengers 16+.	Seatbelt must be worn. One seatbelt, one passenger.

**5B Private Small Buses & Passenger Vehicles (12 Seats or Fewer) — Full Child Restraint Laws Apply**

If a vehicle has 12 seats or fewer (including the driver), it is **not a bus** under NSW road law — it is a passenger vehicle and all standard child restraint obligations apply in full, as they do for private cars, taxis and rideshare. Source: *NSW Road Rules 2014*, Rule 266; Kids and Traffic Transport Safety Risk Assessment and Management Guide (2023).

Age Group	Restraint Requirement — Passenger Vehicles & Small Buses (12 seats or fewer)
Under 12 months	Rearward-facing approved child restraint with inbuilt harness. Approved to Australian Standard AS/NZS 1754.
12 months to under 4 years	Forward-facing approved child restraint with inbuilt harness. Must not share a seat. Must not sit in the front row.
4 years to under 7 years	Child restraint with inbuilt harness OR approved booster seat with lap-sash seatbelt. Must not share a seat. Front row only if all rows behind are occupied by under-7s.
7 years and over	Approved booster seat with lap-sash seatbelt OR a seating position with a suitable approved seatbelt. Must not share a seat.

**5C Absolute Safety Rules — Apply on All Vehicles Regardless of Legal Framework**

- ! Never share a seatbelt with a child. One seatbelt, one passenger. Placing a child on your lap and sharing a seatbelt creates extreme risk of crush injury in any collision or sudden braking.
- ! Never carry an infant in your arms while the vehicle is in motion. Even a low-speed collision creates forces far exceeding an adult’s ability to hold a child safely.
- ! Where seatbelts are fitted, they must be worn. All SCBA fleet vehicles are fully seatbelt equipped. All passengers including students must wear their seatbelt whenever the vehicle is in motion.
- ! Prams and strollers must be folded, secured and stowed. On Type 2 charter buses, prams cannot be used as a restraint device. All wheeled items must be folded and stowed to prevent movement during braking.
- ! Children should always occupy rear seats where possible. Rear seat passengers are in a lower-risk position in frontal or side impacts. Seat children as far from the front as practicable.

**Legislative Disclaimer:** *The information in Section 5 is a general interpretation of current NSW legislation — Road Rules 2014 (NSW) Rules 264, 265, 266 & 267 and the Passenger Transport Act 2014 (NSW) — as understood at May 2026. Legislation may change. Verify current requirements with Transport for NSW or a qualified legal practitioner. Sydney Charter Bus Pty Ltd does not provide legal advice. See our full Child Seat & Baby Restraint Laws for Buses in NSW page for the complete legislative analysis.*

## 6. Verifying Your Transport Operator — What Schools Must Confirm Before Booking

The following must be confirmed in writing before any booking is finalised. Under the school's non-delegable duty of care, engaging an unaccredited operator — or one whose driver lacks a current WWCC — is a serious legal failure that cannot be delegated, disclaimed or resolved with a booking form.

- ✓ **NSW Bus Operator Accreditation Number** — Ask for the number in writing on the quote. Verify directly with Transport for NSW. **SCBA Accreditation No. 39461.**
- ✓ **Working With Children Check (WWCC) — all school-service drivers** — Request driver names and WWCC numbers. Verify at [ocg.nsw.gov.au](http://ocg.nsw.gov.au) if required. Mandatory. No exceptions.
- ✓ **NSW Driver Authority** — Confirm all drivers hold a current Driver Authority issued by Transport for NSW. The driver must carry and produce this card on request on the day of service.
- ✓ **Public Liability Insurance — Certificate of Currency** — Must be in the operator's own name — not a third party's. Minimum \$5 million third-party property damage cover.
- ✓ **Direct Fleet Operator — not a broker** — Ask: "Do you own the vehicles?" A broker cannot confirm the actual driver's WWCC, accreditation or vehicle registration in advance. Never book school transport through a broker.
- ✓ **GST-Compliant Tax Invoice with valid ABN** — Required for school finance systems, P-Card and Purchase Order processing. Verify ABN at [abr.business.gov.au](http://abr.business.gov.au). **SCBA ABN: 44 134 888 912.**
- ✓ **Seatbelts throughout the vehicle** — Confirm all seats are fitted with functional seatbelts. All SCBA fleet vehicles are fully seatbelted throughout — one seatbelt per seat.

## 7. Onboard Rules & Day-of-Service Obligations

School's Obligations — Day of Service	Onboard Rules — Brief All Students Before Boarding
✓ All students fully assembled and ready before calling the driver	✗ Seatbelts must be worn at all times while the vehicle is in motion — NSW law and SCBA policy
✓ Headcount completed and teacher sign-off recorded before departure	✗ Remain seated throughout the journey — no standing or moving in the aisle
✓ All students seatbelted and confirmed before the vehicle moves	✗ No food or drinks of any kind — NSW road transport law. Bottled water only.
✓ Transport attendance record signed at each transition point — date, time, name and signature	✗ No alcohol — zero tolerance, no exceptions, including supervising adults
✓ Post-disembarkation vehicle check — visual inspection of all seats, under seats and storage areas; driver engine off, no auditory distractions	✗ No luggage in the aisle — Australian law and emergency egress requirement
✓ Nominated group contact reachable by mobile phone at all times — not a landline or school switchboard	✗ No smoking or vaping at any time on any vehicle

## 8. Transport Checklist — Items to Be Available on Every School Excursion

Sources: ACECQA Safe Transportation of Children Information Sheet (Oct 2020); Kids and Traffic Transport Safety Risk Assessment Guide (2023)

Required Items	Required Items (continued)
<input type="checkbox"/> First aid kit including emergency asthma and anaphylaxis medications (EpiPens and action plans)	<input type="checkbox"/> Accurate, current transport attendance record — signed by educator at each transition point
<input type="checkbox"/> List of all children involved in the transport run	<input type="checkbox"/> Transport run seating plan — by student name, allocated seat and restraint type
<input type="checkbox"/> Family and emergency contact information for each child	<input type="checkbox"/> Emergency response procedures document (carried in vehicle)
<input type="checkbox"/> Medication, health plans and individual risk assessments for specific students	<input type="checkbox"/> Contact details of the school including an emergency contact number
<input type="checkbox"/> List of all adults — full names and mobile contact numbers	<input type="checkbox"/> Supply of drinking water
<input type="checkbox"/> Charged mobile phone — and satellite phone/charger for remote or low-reception routes	<input type="checkbox"/> High visibility vest and torch (for breakdown or emergency situations)

## 9. Sydney Charter Bus Australia — School Excursion Credentials

<b>NSW Bus Operator Accreditation</b>	<b>No. 39461</b> — issued by Transport for NSW under the Passenger Transport Act 2014 (NSW). Active, current, verifiable by calling Transport for NSW.
<b>ABN</b>	44 134 888 912 — active, GST-registered, principal place of business NSW.
<b>Working With Children Check</b>	All drivers operating school excursion services hold a current WWCC — NSW Office of the Children's Guardian. Mandatory. Details available on written request before booking.
<b>NSW Driver Authority</b>	All drivers hold a current NSW Driver Authority issued by Transport for NSW. Carried and produced on request on the day of service.
<b>Public liability insurance</b>	Comprehensive public liability insurance. Certificate of Currency available on request — in our own name, not a third party's.
<b>Direct fleet operator</b>	100% direct operator — every vehicle owned and maintained by us. No broking. No sub-contracting. No unknowns.
<b>Australian ownership</b>	100% Australian owned. Operating continuously since 2003. Principal place of business: Macquarie Park NSW 2113.
<b>Seatbelts</b>	Every vehicle in our fleet is fully seatbelted throughout — one seatbelt per seat, every seat. All vehicles air-conditioned.
<b>School invoicing</b>	GST-compliant tax invoices issued with every booking confirmation. P-Card (1.28% surcharge), Purchase Order and EFT accepted.

## Official References & Sources

<a href="#">NSW DoE — Excursions and Road Safety</a>	NSW Department of Education — transport risk management tools and road safety for school excursions
<a href="#">NSW DoE — Safe Bus Travel to and from School</a>	NSW DoE guidance for parents and schools on safe bus travel
<a href="#">ACECQA — Safe Transportation of Children (Oct 2020)</a>	Regulations 102B, 102C, 102D requirements, risk assessment templates and authorisation requirements
<a href="#">Passenger Transport Act 2014 (NSW)</a>	Primary legislation governing NSW Bus Operator Accreditation
<a href="#">Transport for NSW — Bus Operator Accreditation</a>	Verify any operator's accreditation status — SCBA Acc. No. 39461
<a href="#">NSW Office of the Children's Guardian — Verify WWCC</a>	Verify Working With Children Check status for any driver on a school service
<a href="#">Australian Business Register — abr.business.gov.au</a>	Verify any operator's ABN — SCBA ABN: 44 134 888 912
<a href="#">Kids and Traffic — Transport Safety Risk Assessment Guide 2023</a>	NSW DoE-funded transport safety risk assessment and management guide — ACECQA risk matrix and sample assessments

### Book Accredited School Excursion Transport

**1300 468 199 | 0413 182 999 | [info@sydneycharterbus.com.au](mailto:info@sydneycharterbus.com.au)**

Office hours: Mon–Fri 9:30am–4:30pm | Weekends 12:00pm–2:00pm

WWCC-verified drivers | Fully seatbelted fleet | P-Card & PO accepted | NSW Acc. 39461

*This document provides general guidance only and does not constitute legal advice. Schools and education and care services must conduct their own service-specific risk assessments in accordance with the Education and Care Services National Regulations 2011. Sources: ACECQA Safe Transportation of Children — Information Sheet (October 2020); Kids and Traffic Transport Safety Risk Assessment and Management Guide 2023 (NSW DoE); NSW Department of Education Excursions and Road Safety.*