Courtesy Bus Policy

This WHS policy outlines the safety requirements for operating a courtesy bus in New South Wales to protect drivers, passengers, and the public.

Courtesy Bus Work Health and Safety (WHS) Policy

1. Purpose

This policy ensures that all courtesy bus operations comply with the *Work Health and Safety Act 2011 (NSW)*. The primary goal is to provide safe transport while minimising risks associated with vehicle operation, passenger behaviour, and environmental hazards.

2. Driver Requirements and Responsibilities

- **Licensing:** Drivers must hold a current NSW driver's licence valid for the vehicle class (e.g., Class C for up to 12 seats, LR for more than 12).
- **Fitness for Duty:** Drivers must maintain a **0.00% blood alcohol concentration** and be free from any drugs (including prescription medication) that may impair driving.
- **Fatigue Management:** Drivers must not exceed legal driving hours and must report if they feel unfit to drive due to tiredness.
- **Pre-Operational Checks:** A daily inspection of tyres, lights, brakes, and fluid levels must be recorded in the vehicle logbook before the first trip.

3. Passenger Safety and Conduct

- **Seatbelts:** If the vehicle is fitted with seatbelts, they **must** be worn by all passengers. The driver shall not move the vehicle until all passengers are buckled.
- **Capacity:** The bus must never exceed the registered seating capacity. No standing is permitted while the vehicle is in motion.
- **Prohibited Items:** Alcohol, glass containers, and smoking/vaping are strictly prohibited inside the vehicle.
- **Refusal of Service:** Drivers have the authority to refuse transport to any person who is aggressive, severely intoxicated, or poses a safety risk to others.

4. Transporting Minors (Children and Infants)

To comply with NSW road rules and safety standards, the following applies to minors:

- **Under 8 years:** Children under the age of 8 years are **not** permitted to ride in the courtesy bus under any circumstances
- **Supervision:** Children under the age of 12 must be always accompanied by a responsible adult (parent or guardian).
- **Seating Position:** Children are **not** permitted in the front seat.

5. Emergency and Incident Procedures

- **Breakdowns:** In the event of a breakdown, the driver must move the bus to a safe location, activate hazard lights, and contact management immediately.
- **Incidents:** Any accident, "near miss," or injury must be reported via an **Incident Report Form** within 24 hours.

- **First Aid:** The vehicle must be equipped with a regularly maintained First Aid kit and a fire extinguisher.

6. Vehicle Maintenance

- The vehicle must undergo scheduled professional servicing in accordance with the manufacturer's specifications.
- Any mechanical faults reported by drivers must be addressed before the vehicle is returned to service.