



MBS - EOTC Transport Standard Operating Procedures

- Bus, car and van requirements

This section consists of important information used in the planning of this type of event. This information has been compiled by the **EOTC Coordinator and/or the staff with the most expertise in the activity** based on a risk assessment and past experiences with this type of event.

Section A - Planning Information

PRIOR TO LEAVING

- Each driver holds valid full licence
- Each Driver has a completed and checked **Transport Agreement Form** (once for the year.)
- Drivers have appropriate experience for the vehicle and route and any other factors eg. towing trailers
- Vehicle has current WOF and registration
- Driver checks: wheels (visual), tyres (baldness and tyre mismatches), lights and indicators, front window is clean, oil, water and windscreen washer levels (for long trips)
- Check Trailer - coupling and safety chain, secure load, trailer lights and indicators, trailer locked
- Weather forecast and road conditions checked
- First Aid kit present
- Health information and caregiver contact details (checked and taken on trip)
- Participant medication packed (where it is and the instructions)

ON DEPARTURE CHECKS

- Leave intentions form (including any approved pick-ups/drop offs), transport plan and final passenger list (including which vehicle student are in and the driver) at the office or with XXX
- Sign out in the trip book and/or on the whiteboard
- Check all students are wearing seat belts, or in a child safety restraint if appropriate (please be aware the bus does not have any seat belts)

MAJOR HAZARDS TO MONITOR

As identified in the risk assessment and supervision form:

- Driver fatigue - see the [Good Practice Guidelines for driving](#)
- Driver distracted, poor driving ability, noncompliance with road rules/speed limits, cell phone use

- students - moving around, not following instructions, distracting driver, misbehaviour
- Vehicle - breakdown, lights not working
- Road conditions - wet, wind, ice and snow, busy
- Medical issues including travel sickness, anxiety etc.
- Leaving students behind at stops
- Luggage - loose
- Reversing - students near the vehicle, limited visibility
- Trailer - not locked, no safety chain, lights not working

OPERATIONAL LIMITS

The following conditions will determine if this event goes ahead as planned

RED - RISK LEVEL UNACCEPTABLE - EVENT WILL BE CANCELLED

Any one or combination of:

- Heavy rain warning in place, rivers in or predicted to flood, gale force winds - windfall danger, unstable slips on route, extreme temperature.
- Insufficient competent staff.

ORANGE - RISK LIKELIHOOD IS ELEVATED - CAREFUL REASSESSMENT REQUIRED

Any one or combination of:

- Heavy rain; high river levels, wet/slippery/windfall route conditions, cold temperatures <5°C
- Unexpected staff changes

Careful reassessment of risks and approval from HOF/EOTC coordinator required to go ahead with event

GREEN - EVENT CAN PROCEED

Weather and other environmental conditions do not elevate the risk level approved in the risk assessment plan

Standard Controls Required

- Brief students clearly on safety requirements (must all have seat belts on or be in a child safety restraint if appropriate, one student per seat, must be in a seat at all times when vehicle is moving, no arms out of windows or other distracting behaviour)
- students and driver lists for each vehicle carried
- No cell phones used by driver and students while travelling
- The Road Rules must be obeyed at all times
- Keep to the speed limit (all tickets are the responsibility of the driver to pay)
- Drive to the conditions
- First Aid kit accessible at all times
- All adults briefed on the process to follow in case of injury/illness on route
- Drivers informed about any students with support plans and what they are required to do as part of these
- Count students before leaving any stop
- Lock the vehicle when leaving it unattended and check that the windows are closed
- Follow the Emergency Response Guide in the case of an incident or emergency

Safety Equipment

- First aid kit
- Emergency Response Guide (each scenario laminated, clipped together and carried in first aid kit)
- Chains (if any possibility of snow)
- Cell phone
- Spare tyre and tools
- Fire extinguisher & glass/seatbelt tool