

# School Charter Risk Assessment



## Our Commitment

Baxter's Coaches is committed to providing safe and reliable public transport. The health and well-being of staff and members of the public are paramount.

Baxter's Coaches is accredited with TfNSW to operate bus and coach services including school charter services (Accreditation No: 9213).

## Vehicles

All vehicles operated by Baxter's Coaches are registered and roadworthy and meet the Government's standards required under NSW Bus Operator Accreditation Scheme which is administered by Transport for NSW (TfNSW). As well as being subjected to daily checks all vehicles are subjected to twice-yearly mechanical inspections by TfNSW Heavy Vehicle Examiners.

## Drivers

All drivers employed by Baxter's Coaches are suitably licensed by Transport for NSW (TfNSW) and are holders of required authority to drive Public Passenger Vehicle issued by TfNSW. The TfNSW Bus Driver Authority attests that the driver has been subjected to medical examinations and other checks to confirm that they are fit to drive, a fit and proper person, and have sufficient responsibility and aptitude to drive Public Passenger Vehicles. The checks include "Working with Children Checks" through the Office of the Children's Guardian, an independent statutory authority in NSW Government.

## Education

In addition to the Public Passenger Vehicle driver standards, all employees undergo induction and receive ongoing training which includes (but is not limited to):

- Safety Management System (SMS);
- Work Health and Safety (WH&S)
- Incident and Emergency Reporting Policies and Procedures;
- Fatigue Management;
- Employee Health Monitoring;
- Drug and Alcohol;
- Management of School Student Behavior;
- Vehicle induction and presentation; and
- Pre and Post Shift Vehicle Inspections.

## Service Impacts

Below is a populated table of incidents that we have identified that may occur to cause impact to a service.

Incident Type	Reported To	Delay of Impact
Mechanical Breakdown	Workshop Supervisor	Wait for replacement vehicle and continue service
Flat Tyre	Workshop Supervisor	Wait for replacement vehicle and continue service

Motor Vehicle Accident	Operations Manager	Change particulars and continue for a minor incident. Change of vehicle for a major incident
Road Diversion	Operations Manager	Change of route as directed by council or roadwork staff
Natural Disaster	Operations Manager	As directed by emergency services
Fire	Operations Manager	As directed by emergency services
Passenger/Driver Sickness	Operations Manager	As directed by onboard staff, operations manager, or emergency services

## Responsibilities

**Depot/Operations Manager** – As the senior operational officer in charge of the depot, the Depot Manager has overall responsibility for implementation and monitoring the company's Safety Management System (SMS).

**Supervisors** – Are responsible for ensuring safety policies and procedures are developed and effectively implemented in their areas of control, and to support staff and hold them accountable for their specific responsibilities.

**Employees** – Employees including drivers, mechanics and yard staff are responsible for operating and maintaining buses in a manner that ensures the safety of staff, passengers, and pedestrians, which abides with the legislative requirements of Work Cover, Transport for NSW, the RMS, and the company's SMS requirements.



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**Mark Baxter – Director**

**Date: 22/09/2021**