

SCHOOL CHARTER / SCHOOL EXCURSION RISK ASSESSMENT

Document No: RA-SC-001 | Deanes Coaches Group Pty Ltd | ABN 77 003 532 483

1. Operator Compliance

Deanes Coaches Group Pty Ltd is an accredited bus and coach operator operating school charter and school excursion services across New South Wales and the Australian Capital Territory.

Operator Accreditations:

Jurisdiction	Accreditation Number	Scheme	Expiry
New South Wales	43219	Transport for NSW – Bus Operator Accreditation Scheme	25 March 2029
Australian Capital Territory	ACTBS101TC	ACT Government – Road Transport Public Passenger Services	29 March 2032

The company maintains a documented Safety Management System (SMS) aligned with:

- Work Health and Safety Act 2011 (NSW and ACT)
- Heavy Vehicle National Law (where applicable)
- Passenger Transport Act 2014 (NSW) and Road Transport (Public Passenger Services) Act 2001 (ACT)

Insurances in Force:

Insurance Type	Coverage
Comprehensive Motor Vehicle Insurance	All vehicles in the fleet
Compulsory Third Party (CTP / Green Slip)	All vehicles – NSW and ACT registered
Public Liability Insurance	Passenger services and operations
Workers Compensation Insurance	All employees

2. Vehicle Safety

All vehicles operated by Deanes Coaches Group Pty Ltd:

- Meet the roadworthiness and safety standards required under NSW and ACT Operator Accreditation
- Are maintained under a preventative maintenance program managed by qualified mechanics
- Undergo daily pre-departure safety inspections conducted by drivers prior to each service
- Undergo post-trip checks completed by drivers at the end of each shift
- Undergo scheduled periodic mechanical inspections as required by regulatory authorities
- Are fitted with fire extinguishers and clearly marked and functional emergency exits
- Are equipped with two-way communication or mobile communication systems

Vehicles with safety-critical defects are immediately removed from service under a formal defect reporting and rectification system.

All vehicles are cleaned daily as part of our commitment to passenger health and comfort.

3. Driver Suitability & Child Safety Screening

All drivers employed by Deanes Coaches Group Pty Ltd hold:

- The appropriate Heavy Vehicle Licence class for the vehicle operated
- A current Driver Authority issued by Transport for NSW or ACT Government, confirming they are a fit and proper person to drive public passenger vehicles

All drivers conducting school charter or school excursion services additionally hold:

- NSW Working With Children Check (WWCC) — www.service.nsw.gov.au/working-with-children-check
- ACT Working With Vulnerable People (WWVP) Registration — www.accesscanberra.act.gov.au

Background checks for all drivers include:

- Reference checks
- Driver Authority currency
- Medical assessment confirming fitness to drive

4. Driver Training & Competency

All drivers receive training in:

- School charter and excursion safety procedures
- Emergency evacuation procedures
- Student behaviour management expectations
- Fatigue management
- Use of emergency equipment
- Snow driving and snow chain fitment (where applicable to the service)

Ongoing competency reviews and performance monitoring are conducted by management.

5. Fatigue & Fitness for Duty

Deanes Coaches Group Pty Ltd operates a Fatigue Management Policy requiring:

- Compliance with regulated work/rest hours under the applicable fatigue management framework
- Driver self-assessment of fitness for duty prior to each service
- Reporting of illness, medication impacts, or fatigue concerns to management
- Management oversight of trip scheduling to prevent excessive hours

6. Student Safety

The following controls apply to all school charter and excursion services:

- Drivers follow school-approved pick-up and drop-off procedures
- Vehicles stop only in designated safe locations for loading and unloading
- Schools retain supervisory responsibility for students at all times unless otherwise agreed in writing
- Where seatbelts are fitted in a vehicle, passengers are required by law to wear them; drivers are responsible for making passengers aware of this requirement

7. Emergency Management

All drivers are trained and equipped to manage:

- Vehicle breakdowns and roadside emergencies
- Medical incidents involving passengers
- Traffic accidents
- Snow driving and adverse weather conditions including fog
- Wildlife on roads
- Extreme weather or severe weather warnings

Drivers carry emergency contact information and are required to notify management (Operations Team) and emergency services upon any significant incident. All incidents are formally recorded and investigated.

8. Risk Register

Inherent risk is assessed prior to the application of controls. Residual risk reflects the level of risk following implementation of all controls listed.

Hazard	Control Measures	Inherent Risk	Residual Risk
Road Traffic Incidents	Defensive driver training; preventative maintenance; fatigue management; journey planning	Medium	Low
Mechanical Failure	Scheduled servicing; daily pre-departure inspections; formal defect reporting; immediate removal from service of unfit vehicles	Medium	Low
Driver Fatigue	Compliance with regulated work/rest hours; driver self-assessment; fitness-for-duty reporting; management scheduling oversight	High	Low
Student Behaviour / Distraction	School retains supervision responsibility; driver training in behaviour management; schools briefed on expectations	Medium	Low
Child Safety Risk	NSW WWCC and ACT WWVP registration mandatory for all drivers on school services; criminal history checks	High	Low
Emergency Evacuation	All drivers trained in emergency evacuation; emergency exits clearly marked and functional; annual refresher	Medium	Low
Medical Incident	First aid kits on board; drivers trained in incident response; immediate notification of school and emergency services	Medium	Low
Extreme Weather / Bushfire	Journey risk review prior to departure; real-time monitoring; trip cancellation/deferral authority; snow chains and snow driving competency where applicable	Medium	Low
Vehicle Breakdown	Two-way communication / mobile comms on all vehicles; emergency contact procedures; replacement vehicle arrangements	Medium	Low

9. Document Control & Review

Document Number	RA-SC-001
Document Title	School Charter / School Excursion Risk Assessment
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