

## SCHOOL BUSES - HEAVY VEHICLE NATIONAL LAW AMENDMENTS

The following table identifies the specific issues and responsible officers

### Fatigue Management

Requirements	Responsibility
Any driver of a heavy vehicle must not drive if fatigued.	<p>Driver – Drivers have a “duty of care” and must advise the principal if unable to drive due to fatigue.</p> <p>Principal – Must ensure drivers are not required to drive when fatigued and have a contingency plan in place to address this.</p> <p><u>Note</u> – the principal is the line manager for governing council employees. The principal should report to governing council on incidents where the employee has been unable to drive due to fatigue.</p>
Rest Hours	<p>Drivers – Must ensure rest breaks are taken as required by law. Further information can be found at the National Heavy Vehicle Regulator website <a href="https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements">https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements</a></p> <p>Principals – Must ensure drivers are not required to drive during rest periods.</p> <p><u>Note</u> – the principal is the line manager for governing council employees.</p>
School routes/timetables must be planned as to not cause fatigue for the driver or to cause the driver not to meet scheduled break requirements.	<p>Transport Services Unit (TSU) – Must ensure school routes do not cause driver fatigue or drivers to breach rest hour requirements.</p> <p>Drivers – Must ensure they are not fatigued and must take rest breaks when required.</p> <p>Principal – Must ensure school route timetables do not cause driver fatigue or drivers to breach rest hour requirements.</p> <p><u>Note</u> – the principal is the line manager for governing council employees.</p>

### Speed Management

Requirement	Responsibility
Drivers must obey speed limits.	<p>TSU – Must ensure school routes do not cause drivers to speed to meet school starting times.</p> <p>Drivers – Must obey all speed limits and drive to the conditions of the road and weather at the time. Drivers must not travel above 80 kms per hour on unsealed roads.</p> <p>Principals – Must ensure school route timetables do not cause</p>

	<p>drivers to speed to meet school starting times.</p> <p><u>Note</u> – the principal is the line manager for governing council employees.</p>
<p>Drivers must drive to the conditions of the road.</p>	<p>TSU – When planning school routes, must ensure buses only travel on roads certified by local councils or other controlling bodies as being all weather and suitable for a school bus.</p> <p>Drivers – Must drive to the conditions of the road and weather conditions at the time. Drivers must not travel above 80kms per hour on unsealed roads and must report any road hazards to the principal as a matter of priority.</p> <p>Principals – Must ensure any road hazards identified by the driver are reported to the local council or controlling body for immediate attention.</p> <p><u>Note</u> – the principal is the line manager for governing council employees. The principal should report to governing council on incidents where the employee has reported road hazards and actions undertaken to address hazards raised.</p>

### Maintenance Management

Requirement	Responsibility
<p>Drivers must inspect the bus prior to each journey and report any faults as they arise.</p>	<p>Drivers – Inspection of bus prior to each journey. Reporting faults immediately to the principal.</p> <p>Principal – Faults on buses must be resolved and rectified as soon as possible. Buses must, under no circumstances, be used if a fault identifies bus as unroadworthy. In this instance the servicing garage personnel are to attend the site. The bus is not to be driven to the servicing garage.</p> <p><u>Note</u> – the principal is the line manager for governing council employees. The principal should report to governing council on incidents where the employee has reported faults on a bus and any actions undertaken to resolve the faults.</p>
<p>Monthly Maintenance Inspections (MMI) are undertaken by the approved garage in the required timeframes.</p>	<p>Drivers - Are responsible for delivery / pick up of vehicles to and from the servicing garage each month.</p> <p>Principals – Responsible for ensuring buses are scheduled with the approved garage and MMIs are undertaken as per schedule.</p> <p><u>Note</u> – the principal is the line manager for governing council employees. The principal should ensure that MMIs are undertaken as per the schedule and provide an update to governing council once complete.</p>

## Drivers

Requirement	Responsibility
<p>Drivers must hold a heavy vehicle licence relevant to the size of the vehicle being driven.</p>	<p>Drivers – Ensure a current heavy vehicle licence is held at all times. Report any traffic infringements received to the Principal.</p> <p>Principals – Sight drivers licences for all drivers of buses (regular, relief and volunteer drivers) to ensure they are current and are of the correct class for the vehicle being driven.</p> <p><u>Note</u> – the principal is the line manager for governing council employees. The principal must sight drivers licences for all drivers of buses employed by the governing council and provide a copy to council for appropriate record keeping.</p>
<p>Drivers must have DPTI accreditation (where required)</p>	<p>Drivers – Ensure a current DPTI accreditation is held at all times (where required).</p> <p>Requirements for DPTI accreditation are contained within the School Transport Policy.</p> <p>Principals – Sight DPTI accreditations for drivers (where required) to ensure they are current.</p> <p><u>Note</u> – the principal is the line manager for governing council employees. The principal must sight DPTI accreditation for drivers of buses employed by the governing council and provide an update to council.</p>
<p>Drivers must have recent experience in driving a heavy vehicle</p>	<p>Drivers – Must provide the principal with examples of where they have driven a heavy vehicle within the last 3 months.</p> <p>Principals – Must be satisfied that drivers have driven a heavy vehicle in the last 3 months.</p> <p><u>Note</u> – the principal is the line manager for governing council employees. The principal should assist governing council when council is employing a bus driver to ensure drivers satisfy the 3 month heavy vehicle experience requirement.</p>
<p>Drivers must be inducted to the bus prior to driving it.</p>	<p>Drivers – Must ensure they are familiar with the workings of the bus and have signed an appropriate document indicating that this is the case.</p> <p>Principals – Ensure drivers (regular, relief and volunteers) are inducted to the bus.</p> <p><u>Note</u> – the principal is the line manager for governing council employees and is responsible for the induction of governing council employed bus drivers.</p>
<p>Drivers must complete daily logbooks plus DPTI heavy vehicle log books (when</p>	<p>DECD drivers (including relief and volunteers) – Must complete a Running Return for DECD School Bus form (ED037) for each journey undertaken.</p> <p>Contracted drivers must complete a School Bus Transport Attendance Form (CSO92879) provided by the Contractor (as per</p>

travelling 100kms or more radius from their base either on school runs or excursions)	<p>the Agreement for the Provision of Bus Services).</p> <p>All drivers (both DECD and contractors) when travelling a 100kms or more radius from their work base must carry and complete a National Driver Work Diary and be fully conversant with the work and rest hour requirements for heavy vehicles.</p> <p>Principals – Ensure all log books are accurately completed.</p> <p><u>Note</u> – the principal is the line manager for governing council employees and is responsible for ensuring that the appropriate daily logbook is supplied and completed. The purchase of the logbooks should be from governing council funds.</p>
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## Other

Requirement	Responsibility
Loads are to be safely secured (including passengers).	<p>Drivers – Must ensure prior to commencing the journey that all loads are secured (luggage and passengers). Students are to be seated according to the seating plan (where developed locally by the principal in conjunction with the driver).</p> <p>Principals – are to ensure students are aware and follow seating plan arrangements where developed by the principal. Principals must ensure students/passengers are aware their luggage must be securely stowed prior to each journey.</p> <p><u>Note</u> – the principal is the line manager for governing council employees and should ensure that any seating plan arrangements are followed.</p>
Student behaviour.	<p>Drivers – must ensure students remain seated whilst in transit. Any behaviour issues must be reported immediately to the principal for action.</p> <p>Principals – must ensure the behaviour management policy for students covers behaviour whilst travelling on school buses. Students, parents and the driver must be familiar with the policy and abide by the conditions at all times.</p> <p><u>Note</u> – the principal is the line manager for governing council employees and should ensure that any seating plan arrangements are followed.</p>

Official records of the above must be kept for evidentiary purposes and can only be destroyed in accordance with the *State Records Act 1997*. For further information on the retention of records please contact the Records Management Unit.

[DECDRecordsManagementUnit@sa.gov.au](mailto:DECDRecordsManagementUnit@sa.gov.au)

Further information in relation to the Heavy Vehicle National Law amendments (known as the Chain of Responsibility amendments) can be located at

<https://www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility>.