

# School bus maintenance and safety procedure

This is a mandated procedure under the operational policy framework. Any edits to this procedure must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

## 1. Overview

This procedure sets out the processes for safe purchase, maintenance, management, and disposal of the department-owned yellow school bus fleet.

It must be read in conjunction with the [school bus maintenance and safety policy \(PDF 580 KB\)](#).

## 2. Scope

This procedure applies to the department-owned yellow school bus fleet in South Australia.



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## 4. Detail

The department owns a fleet of school buses classified as heavy vehicles under the Heavy Vehicle National Law, as they exceed 4.5 tonnes.

All buses used to transport students, including department-owned yellow, contract, and school or governing council owned buses, must be fully maintained at all times. This is in accordance with the [Code of Practice for Buses](#) and [National Heavy Vehicle Laws](#).

Principals with local responsibility for department-owned yellow school buses must ensure inspections, servicing, maintenance, and repairs are carried out.

### 4.1. Fleet planning, purchasing, and disposal

#### 4.1.1. Fleet planning

The Transport Services Unit (TSU) manages purchases for the department-owned yellow school bus fleet. School bus purchases must reflect safety, environmental, and emissions targets set by the department.

#### 4.1.2. Fleet purchasing

Vehicles must be purchased in sufficient time to replace those approaching the end of their legal age limit as school buses (25 years), at the end of their useful life, or where continued use is not economically viable.

Procurement must follow the [South Australian Government Procurement Framework](#). This includes Treasurer's Instruction 18 – Procurement, the Procurement Governance Policy, and supporting policies that set the minimum requirements for each key procurement activity (planning, sourcing, and contract management).

Once purchased, the School Bus Fleet Manager, TSU must:

- check the vehicle is registered
- complete an [MR312: Application for an operator to add or delete a vehicle \(AMV\) \(PDF 452 KB\)](#), update the [MR325: Plan of Operation \(PDF 267 KB\)](#), and send these to the Department of Infrastructure and Transport (DIT) as per the accreditation process
- ensure a [road speed limiter certificate \(PDF 509 KB\)](#) is completed, if not done during registration
- enter the vehicle details into the department's fleet register as soon as reasonably practicable.

TSU will provide training and information to school bus drivers to support safe operation of new vehicles. TSU will notify schedulers when a new vehicle is deployed to allow additional time pre-trip for drivers to familiarise themselves with the vehicle.

#### 4.1.3. Fleet disposal

Department-owned yellow school buses must be removed from service before reaching 25 years of age (from date of manufacturer), unless exempted by the Minister for Education, Training and Skills.

Disposal of school buses over 3.5 tonnes must be approved by the Chief Procurement Officer. Disposal must follow an open and competitive process, or another suitable process negotiated by the Chief Procurement Officer. More detail is available in the [disposal of goods and equipment procedure \(PDF 599 KB\)](#) (staff login required).

When a department-owned yellow school bus is removed from service:

- the School Bus Fleet Manager must make a note in the fleet register
- the School Bus Fleet Manager must cancel the bus's registration, and request a refund for any unused period of registration from DIT
- relevant permits, labels, and stickers must be removed from the bus and returned to the regulatory entity if required or destroyed
- equipment affixed to or stored in the bus (such as fatigue and distraction detection technology or in-vehicle cameras) must be removed and returned to TSU
- the School Bus Fleet Manager must complete an MR312 and send to DIT to advise that the bus has been removed from the fleet.

Vehicles must be disposed of in line with the [disposal of goods and equipment procedure \(PDF 599 KB\)](#) (staff login required).

## 4.2. Maintenance, repairs, and servicing

All department-owned yellow school buses must be maintained in line with the Code of Practice for Buses and the Heavy Vehicle National Law.

Principals with local responsibility must ensure inspections, servicing, maintenance, and repairs are completed as required.

### 4.2.1. Repair and maintenance provider network

A network of approved repair and maintenance providers (servicing garages) has been established across the state. These providers are selected according to criteria and service level agreements developed by TSU.

The network is intended to reflect the department's geographical coverage.

Approved servicing garages have been inducted by the School Bus Fleet Manager and school bus examiners. Inductions include:

- access to the department's relevant policies and procedures
- familiarisation with the department's forms and checklists, and guidance on how to complete them
- an overview of the fleet they are likely to be work with, including newer specifications or features that are not yet embedded in the market
- an indication of expected work volume based on the maintenance calendar.

The School Bus Fleet Manager must regularly audit and monitor the repair and maintenance provider network in line with the criteria established by TSU.

## 4.2.2. Maintenance administration

The following documents are required as part of the maintenance process for department-owned yellow school buses:

- pre-journey school bus check and driver declaration checklist
  - the book is specific to the bus and must always remain in the bus (even when reallocated).
- ED036: Transport Order Book
  - transport order books are specific to their bus and must always remain in the bus, even when reallocated
- school bus fleet number (forms part of the registration number)
  - all correspondence relating to a specific bus should include the fleet number
- mandatory maintenance inspection (MMI) sheets (TSU001, TSU002, TSU003, TSU004)
- ED037: School Bus Driver Logbook.

Logbooks must remain in their bus and be completed daily by the driver.

## 4.2.3. Pre-journey school bus checks

Before each journey in a department-owned yellow school bus, the driver must inspect the vehicle's safety and roadworthiness using TSU005: pre-journey school bus check and driver declaration booklet.

Drivers must:

- complete the checklist as per the instructions inside the School Bus Safety Checklist Book
- sign and date the checklist daily, and submit them fortnightly to the Principal and Bus Driver Liaison Officer, TSU
- leave a copy of each pre-trip inspection in the vehicle to inform other drivers of completed checks and to keep a record of any issues identified

If issues or faults are identified by the driver during a pre-journey check:

- the driver must immediately notify the Principal, who will notify the School Bus Fleet Manager to initiate appropriate action
- if the driver reasonably suspects equipment tampering, they must immediately notify the Principal and School Bus Fleet Manager

Any issues that arise during the journey must also be entered into the School Bus Safety Checklist Book and immediately reported to the Principal.

The driver must not operate the bus on a public road if they reasonably suspect it is unroadworthy, unsafe, or non-compliant with an Australian Design Rule. In this case, the driver must:

- immediately park the vehicle in the nearest safe position

- contact the Principal, who must then advise the School Bus Fleet Manager and await further instruction.

If a safety fault is identified:

- the bus must not be driven
- the Principal must be notified immediately by the driver
- the Principal must complete a Transport Order to arrange repairs
- the bus must be taken to the servicing garage as soon as possible with an approved Transport Order
  - if the bus cannot legally or safely be driven, servicing garages may attend the site
- Transport Orders raised for repairs must be recorded in the School Bus Safety Checklist Book
- the Principal must report any serious faults or mechanical issues to the School Bus Fleet Manager.

#### 4.2.4. Mandatory maintenance inspections (MMIs)

Principals with local responsibility for department-owned yellow school buses receive a schedule of MMI dates from the School Bus Fleet Manager at the start of each school year.

Principals must book their buses in for monthly, 3-monthly, and 12-monthly inspections with the designated servicing garage. Principals are also responsible for ensuring that buses are made available for their scheduled MMIs:

- monthly MMIs must occur on the scheduled day each month
- 3-monthly must occur during mid-year school holidays
- 12-monthly inspections must occur during the December to January school holidays.

MMIs will proceed as per the calendar established by the School Bus Fleet Manager.

Inspections must occur in line with the Code of Practice for Buses:

- monthly using [inspection sheet number 1 \(PDF 223 KB\)](#) (retain for 6 months)
- 3-monthly or every 15, 000 kilometres (whichever comes first) using [inspection sheet number 2 \(PDF 198 KB\)](#) (retain for at least 1 year)
- 12-monthly using [inspection sheet number 3 \(PDF 169 KB\)](#) (retain for at least 3 years).

MMIs must be completed, signed, and dated by a qualified servicing garage and be available to department staff, DIT vehicle inspectors, SAPOL, or any other authorised heavy vehicle compliance officer.

Department-owned yellow school buses can be reallocated across the State. It is critical that MMIs are undertaken as scheduled to ensure that no inspections on any school buses are missed.

MMIs take precedence over all excursions and student curriculum events. Buses must not be used for excursions or hired to other government schools during school holiday periods until MMIs (and any associated repairs to the bus) are complete.

#### 4.2.4.1. Process for MMIs

The process for MMIs is as follows:

1. The Principal (or their delegate) must raise an ED036: Transport Order for the MMI. Servicing garage employees must not fill in the order, and the book must not be left at the servicing garage.
2. The white copy of the ED036: Transport Order is given to the servicing garage. The blue and yellow copies of the order remain in the order book. No MMIs can commence until an order is issued to the servicing garage.
3. The Principal (or their delegate) must arrange for a driver to deliver and collect the school bus.
4. The servicing garage must not pick up or return school buses from school sites for MMIs without TSU approval. Servicing garages may attend the site if a bus cannot be driven legally or safely, including when warning signals are displayed or are sounding in the vehicle.
5. The servicing garage must fully complete the applicable mandatory maintenance form at the time of each inspection. This includes providing fleet details, business name, date, certification by an authorised signatory that the MMI has been fully completed, and identification of items for repair and replacement with deadlines.
6. Buses must not return to service if safety faults are identified during the MMI. When this occurs, the Principal must contact the School Bus Fleet Manager for advice on contingency plans.
7. After the MMI, the servicing garage must attach the MMI sheets to the invoice and send it directly to the school for checking and acquittal.
8. The Principal (or their delegate) must check the MMI sheets to ensure all details are complete and the sheet is signed by a representative of the servicing garage.
9. The MMI sheets must be sent to the School Bus Fleet Manager within 2 days of inspection. An invoice for work completed and mandatory maintenance form will be sent to the Principal within 1 week of inspection.
10. The Principal (or their delegate) must check the invoice for accuracy and sign the blue copy of the ED036: Transport Order. This evidences approval to pay the invoice and that to the best of their knowledge, the MMI and work performed on the bus was completed to a satisfactory standard.
11. The invoice must contain the Transport Order number, the bus fleet number, a description of work undertaken, and must also meet GST and tax invoice requirements.
12. School staff must then scan and email copies of the invoice, blue copy of Transport Order, and MMI sheets to [Shared Services Accounts Payable](#) for processing.
13. The school must retain a copy of the MMI sheets for its own records. Electronic versions are acceptable.

If MMI sheets are missing or MMIs are not completed, the department may remove a bus from service immediately.

Principals must report non-compliant buses to the School Bus Fleet Manager or TSU.

Repairs and maintenance requirements identified through MMIs must occur in line with the [emergency repairs and maintenance section](#).

#### 4.2.5. Scheduled and preventative maintenance

The Principal with local responsibility must organise scheduled and preventative maintenance at the local designated servicing garage for each department-owned yellow school bus for their school.

This maintenance program must reflect:

- OEM specifications
- Australian Design Rules
- Australian Vehicle Standards Regulations
- the National Heavy Vehicle Regulator’s Heavy Vehicle Inspection Manual
- the Code of Practice for Buses
  - Section 6.10: Sleeper Berth (where fitted)
  - Section 7.3: Seat Belts
  - Section 10: Wheels and Tyres
  - Section 15: Maintenance Procedures
- tolerances and wear limits for major components
- evidence of tampering, particularly with the speed limiter, odometer, emission control system and speedometer
  - where there is a reasonable suspicion of tampering this must be reported to the School Bus Fleet Manager at the earliest practical opportunity.

Different types of scheduled and preventative services may be planned dependent on fleet type, kilometres, service history, usage, manufacturer recommendations.

In all cases, the Principal must:

- organise repairs with the nominated servicing garage
- complete an ED036: Transport Order
- ensure that the bus is available for repair.

Scheduled and preventative maintenance must be undertaken by the nominated servicing garage.

Any repairs and maintenance requirements identified through the planned inspection process must occur in line with the [emergency repairs and maintenance section](#).

When advised that a bus requires repair or maintenance, the Principal must notify the School Bus Fleet Manager.

If additional servicing or repairs are required, the process is:

1. The Principal (or their delegate) must raise an ED036: Transport Order for the work. Servicing garage employees must not fill in the order, and the book must not be left at the servicing garage.
2. The white copy of the ED036: Transport Order is given to the servicing garage. The blue and yellow copies of the order remain in the order book. No work can commence until an order is issued to the servicing garage.
3. The Principal (or their delegate) must arrange for a driver to deliver and collect the school bus.
4. The servicing garage must not pick up or return school buses from school sites for work without TSU approval. Servicing garages may attend the site if a bus cannot be driven legally or safely, including when warning signals are displayed or are sounding in the vehicle.
5. If the work is expected to cost more than \$1,000, the servicing garage must seek approval from the School Bus Fleet Manager or a School Bus Examiner.
6. When the work is complete, the servicing garage must send the invoice and MMI sheet directly to the school for checking and acquittal.
7. The Principal (or their delegate) must check the invoice for accuracy and sign the blue copy of the ED036: Transport Order. This evidences approval to pay the invoice and that to the best of their knowledge, the work performed on the bus was completed to a satisfactory standard. The blue copy of the Transport Order remains in the book until work is completed and until the invoice is received from the servicing garage by the school.
8. The invoice must contain the Transport Order number, the bus fleet number, a description of work undertaken, and must also meet GST and tax invoice requirements.
9. School staff must then scan and email copies of the invoice, blue copy of Transport Order, and MMI sheets to [Shared Services Accounts Payable](#) for processing.
10. Scanned invoices and orders should not be sent through separately.

#### 4.2.6. Emergency repairs

When advised that a bus requires emergency repairs or maintenance outside the scheduled inspection process, the Principal must:

- arrange retrieval of the school bus if it broke down on its designated route
  - the Principal should contact the local servicing garage and TSU for advice
- assess the urgency of the fault and consider a reasonable timeframe for repair
- liaise with the servicing garage to schedule repairs
- organise an alternative school bus service with TSU if required
- remove the bus from service immediately if it is unsafe or unroadworthy until it is repaired.

If the servicing garage advises that the fault must be monitored or repairs deferred and the bus can continue to operate safely, the Principal must refer the matter to the School Bus Fleet Manager.

If repairs are required, the [planned inspection process](#) should be followed.

### 4.2.7. Warranty-related maintenance

Warranty and maintenance advice provided by the manufacturer will be assessed by the School Bus Fleet Manager. If the original equipment manufacturers (OEM) specifications require inspections additional to the [planned inspection process](#), this must be noted in the vehicle register.

Additional tasks or checks may be appended to the planned inspection forms for these vehicles. Alternatively, OEM requirements may be communicated to the repair and service provider network for scheduled maintenance.

In practice:

- when the vehicle is returned, the school bus fleet examiners will confirm that the completed work meets safety and roadworthiness standards
- sign-off that the vehicle is safe and can return to service

## 4.3. Responding to bus breakdowns

If a department-owned yellow school bus breaks down before or during a school bus route, the driver must immediately notify the Principal with local responsibility for the bus service.

The Principal must follow an established contingency plan to advise parents, students, and other schools as appropriate.

The contingency plan may include:

- diverting another department-owned yellow school bus to assist, if practicable
- substituting with a spare department-owned yellow or contract school bus, if available
- hiring a contract school bus and driver (subject to TSU approval) if the breakdown occurs before the start of a run
- the driver must follow Internal emergency section in the Emergency Management plan.

If a contract school bus breaks down before or during a school bus route, the private transport service provider must immediately notify the Principal with local responsibility for the school bus service. The provider must supply a spare bus as part of their approved contingency plan. The Principal must share details of the provider's contingency plan with parents, students and other schools as appropriate.

## 4.4. Spare school buses

Spare department-owned yellow school buses are based at certain areas throughout the state. These buses are located at government schools or service garage facilities, usually in towns where other department-owned yellow school buses are located. Spare buses provide an emergency backup service when a department-owned yellow school bus is broken down or not operational.

Schools that require a spare bus are responsible for collecting it from, and returning it to, its allocated location.

If a school that operates department-owned yellow school buses needs a spare bus, the Principal must contact TSU.

Spare department-owned yellow school buses must not be used for camps and excursions, or to release another bus for such purposes.

## 4.5. Inspections by TSU school bus examiners

In addition to regular MMIs, school bus examiners are employed by TSU to:

- conduct on-site inspections of department-owned yellow school buses
- inspect each bus at least once annually, however they are scheduled to do so at least twice annually
- issue work orders and instructions to service personnel to ensure efficient and safe operation of the bus fleet
- prepare a comprehensive report following each inspection, which includes completing a separate MR104: Vehicle Inspection Sheet
- affix a green safety label (triangle) to the windscreen of buses to indicate roadworthiness, subject to inspection outcomes
- record inspection outcomes and details in the department's fleet management system
- organise repairs with the nominated servicing garage if a bus fails inspection, complete the ED036: Transport Order Book, and ensure the bus is made available for repair
- check for evidence of tampering with vehicle components and equipment, particularly the speed limiter, odometer, emission control system, and speedometer
  - any reasonable suspicion of tampering must be reported to the School Bus Fleet Manager as soon as practicable

Inspections of contract school buses are undertaken by DIT officers. However, school bus examiners may also inspect these buses if deemed necessary.

The School Bus Fleet Manager will support school bus examiners by providing Personal Protective Equipment such as high visibility vests and traffic cones.

## 4.6. School Bus Fleet Manager responsibilities

When a servicing garage advises that a bus requires repairs or maintenance outside of the scheduled maintenance process, the School Bus Fleet Manager must:

- record the fault and its source (for example, pre-trip inspection form, breakdown, defect notice) in the approved system as soon as reasonably practicable
- in the approved system, link the work order and invoice with documentation confirming the nature of the repair or maintenance and its satisfactory completion
- if the servicing garage advises that the fault must be monitored or its rectification deferred, record the decision in the approved system, including the decision-maker's name and their reasoning.

Repairs are usually carried out by a servicing garage on the repair and maintenance provider network. However, if a bus breaks down or is in a remote location, this may not be possible.

The repairer must advise the School Bus Fleet Manager where repairs involve brakes, suspension, steering, chassis, body structural members, or stub axles. This must be recorded on [MR1090/07/16 \(PDF 140 KB\)](#).

If a vehicle cannot be cost-effectively repaired to a safe, roadworthy condition, it may be written off and disposed of in line with the [disposing vehicles section](#).

## 4.7. Training and education

TSU will:

- develop, source, and supply audience-appropriate fleet safety resources, based on input from drivers, school bus examiners, and servicing garages
- maintain current knowledge through membership of relevant transport industry organisations
- ensure school bus examiners have access to training to maintain their qualifications, competencies and credentials.

## 4.8. Monitoring and reporting

TSU formally analyses each department-owned yellow school bus every 12 months to identify trends, characteristics, patterns, anomalies, and future actions related to mechanical failures, repairs, and maintenance. The analysis informs controls and future purchasing decisions.

TSU will notify executive officers of any change in the risk profile at the earliest practical opportunity.

Targets are established annually against the following 'baseline' data KPIs:

- the number of vehicles in the department-owned yellow school fleet
- the number of days a pre-trip inspection was not submitted by end of shift, by region
- the number of times repairs and maintenance were deferred, and for how long

- the number of times preventative scheduled maintenance was deferred, for how long, and how much over tolerance
- total hours that vehicles were off-road or out-of-service for unplanned reasons
- total hours of unplanned out-of-service time per vehicle or per 20,000 kilometres
- the number of breakdowns
- the number of incidents where mechanical failure was a causal factor
- the number of vehicles removed or disposed from the fleet
- the number of vehicles that will reach 25 years of age within the next 5 years
- performance management actions, including disciplinary measures for equipment tampering
- the number of safety conversations, toolbox talks, or similar where roadworthiness and vehicle safety were a primary theme
- the number of years remaining on the operator's accreditation with the DIT.

## 4.9. Ordering tyres

Tyres for department-owned yellow school buses are ordered directly by TSU.

When tyres are required, the Principal (or their delegate) or the servicing garage must contact the School Bus Fleet Manager or a School Bus Examiner with the following information:

- quantity of tyres required
- tyre size
- bus fleet number
- bus odometer reading
- delivery address for the tyres (for example, the servicing garage).

TSU will raise the tyre order and check and process the invoice directly.

If the tyres are to be fitted by the local servicing garage:

- the school must raise a Transport Order for fitting
- the invoice must be sent to the school to match with the blue order form
- the school must send the invoice and order to [Shared Services Accounts Payable](#) for processing.

## 4.10. Bus garaging

The department does not provide undercover parking areas or assistance with upgrading existing facilities.

## 4.11. Records management

All records relating to school transport services are to be retained and managed in accordance with the department's obligations under the *State Records Act 1997* (SA) and [information and records management policy \(PDF 139 KB\)](#).

For more information on retaining official records relating to school transport services please contact the [Information Management Team](#).

## 5. Roles and responsibilities

### 5.1. Principals

- Endorse Prejourney checklist
- Complete Transport order forms for repairs for departmental school buses
- Organise school bus inspections
- Notify TSU and/or School fleet manager of any safety concerns with the school buses.

### 5.2. School bus drivers

- Transport school buses for inspections
- Complete Prejourney checklist prior to operating a departmental school bus.

### 5.3. School Bus Fleet Manager

- Assist in ordering tyres for departmental school buses
- Assess warranty and maintenance advise for departmental school buses
- Induct new approved service providers.
- Provide a service schedule for departmental school buses to principals
- Assist in the repair and maintenance processes for departmental school buses

### 5.4. School bus examiners

- Conduct inspections of departmental school buses

### 5.5. Transport Services Unit (TSU)

Monitor, evaluate, and review this policy.

## 6. Definitions

### 6.1. bus

A bus is a motor vehicle that seats more than 12 adults including the driver.

The definition of a bus is based on the number of seats, regardless of the Gross Vehicle Mass (GVM) or whether the seats are occupied or vacant.

### 6.2. business practices

Refer to a person's practices in running a business associated with the use of a heavy vehicle on the road, including operating policies and procedures, human resource and contract management arrangements and the arrangements for preventing or minimising public risks.

### 6.3. DIT

Department of Infrastructure and Transport.

### 6.4. employee

This title all departmental staff members

### 6.5. heavy vehicle

A vehicle with a GVM or ATM of more than 4.5t (a heavy motor vehicle or a heavy trailer), or a combination that includes a vehicle with a GVM or ATM of more than 4.5t (a heavy combination).

### 6.6. non-compliant

Is a failure or refusal to comply with something (such as a law, regulation, or term of a contract). For example, permitting an unsafe vehicle to be used on a road.

## 7. Supporting information

[Bus Industry Confederation](#)

[Code of Practice for Buses \(page includes mandatory maintenance forms\)](#)

[Heavy Vehicle Industry Australia](#)

[National Heavy Vehicle Inspection Manual: Section 13 Buses](#)

[National Heavy Vehicle Regulator: Vehicle standards and modifications](#)

[Truck Industry Council](#)

## 7.1. Related legislation

- [Australian Design Rules](#)
- [Vehicle Standard \(Australian Design Rule 3/03 – Seats and Seat Anchorages\) 2006](#)
- [Vehicle Standard \(Australian Design Rule 4/03 – Seatbelts\) 2005](#)
- [Vehicle Standard \(Australian Design Rule 42/05 – General Safety Requirements\) 2018](#)
- [Vehicle Standard \(Australian Design Rule 44/02 – Specific Purpose Vehicle Requirements\) 2006](#)
- [Vehicle Standard \(Australian Design Rule 58/00 – Requirements for Omnibuses Designed for Hire and Reward\) 2006](#)
- [Vehicle Standard \(Australian Design Rule 59/00 – Standards For Omnibus Rollover Strength\) 2007](#)
- [Vehicle Standard \(Australian Design Rule 66/00 – Seat Strength, Seat Anchorage Strength and Padding in Omnibuses\) 2006](#)
- [Vehicle Standard \(Australian Design Rule 68/00 – Occupant Protection in Buses\) 2006](#)
- [Vehicle Standard \(Australian Design Rule 93/00 – Forward Field of View\) 2018](#)
- [Heavy Vehicle National Law \(South Australia\) Act 2013 \(SA\)](#)

## 7.2. Related policies

[Camps and excursions policy \(PDF 665 KB\)](#)

[Closed-circuit television \(CCTV\) use on department school transport vehicles procedure \(PDF 604 KB\)](#) (staff login required)

[Department and contract school bus driver procedure \(PDF 632 KB\)](#)

[Driver review procedure \(PDF 589 KB\)](#) (staff login required)

[Establishing or altering a school transport service procedure \(PDF 589 KB\)](#) (staff login required)

[Safe transportation of children policy \(PDF 144 KB\)](#)

[Safe transportation of children procedure \(PDF 197 KB\)](#)

[School bus maintenance and safety policy \(PDF 580 KB\)](#)

[School bus driver policy \(PDF 590 KB\)](#)

[School bus management procedure \(PDF 654 KB\)](#)

[School bus travel procedure \(PDF 622 KB\)](#)

[School transport policy \(PDF 678 KB\)](#)

[Travelling and State Education Allowance procedure \(PDF 596 KB\)](#)

## 8. Record history

Published date: July 2025

### 8.1. Approvals

OP number: 344

File number: DE25/19127

Status: approved

Version: 1.0

Policy Officer: Bus Driver Liaison Officer, Transport Services Unit

Policy sponsor: Chief Procurement Officer

Responsible Executive Director: Chief Operating Officer

Approved by: Chief Operating Officer

Approved date: 24 July 2025

Next review date: 24 July 2028

### 8.2. Revision record

Version: 1.0

Approved by: Chief Operating Officer

Approved date: 24 July 2025

Review date: 24 July 2028

Amendment(s): New procedure.

## 9. Contact

Transport Services Unit

Email: [education.TransportServices@sa.gov.au](mailto:education.TransportServices@sa.gov.au)

Phone: 8226 3872