

# School bus management 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 details the responsibilities of principals and other relevant staff involved in managing department-owned yellow and contract school bus services based at their sites.

## 2. Scope

This procedure applies to all department staff involved in:

- managing and administering department-owned yellow school bus services
- administering contract school bus services operated by private transport service providers
- managing incidents, accidents, and student behaviour on school buses.



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## 4. Detail

Department-owned yellow and contract school buses are allocated to specific government schools across the state, primarily in rural areas, to operate on morning and afternoon school bus routes.

The Principal of each school is responsible for:

- day-to-day operation of department-owned yellow school buses
- administering contract bus services in consultation with private transport service providers.

### 4.1. Principal responsibilities for school bus services

#### 4.1.1. Responsibilities for department-owned yellow school buses

Where department-owned yellow school buses are located at a government school, the Principal is responsible for:

- ensuring inspections, servicing, maintenance, and repairs occur (refer to the [school bus maintenance and safety policy \(PDF 580 KB\)](#) and [procedure \(PDF 649 KB\)](#))
- managing department-employed and excursion school bus drivers (refer to the [school bus driver policy \(PDF 590 KB\)](#) and [department and contract school bus driver procedure \(PDF 632 KB\)](#)).

#### 4.1.2. Responsibilities for contract school buses

Where contract school bus services are based at a government school, the Principal is responsible for:

- maintaining regular communication with the private transport service provider
- completing and certifying school bus contract payment forms in the first week of each month
  - the [ED014: Certification for school bus contract payment form \(PDF 698 KB\)](#) must be sent to [education.TransportServices@sa.gov.au](mailto:education.TransportServices@sa.gov.au)
- providing the private transport service provider with relevant school and department policies, procedures, and other operational information, include the school's student behaviour policy
- notifying the private transport service provider of any student-free and school closure days where the bus will not be required, with at least 7 days' notice where possible.

Principals can request a copy of a standard school bus services contract agreement for other responsibilities of private transport service providers from the Transport Services Unit.

#### 4.1.3. Responsibilities for both bus types

Where department-owned yellow or contract school buses are located at a government school, the Principal is responsible for:

- assessing student eligibility for school bus travel (refer to the [school bus travel procedure \(PDF 622 KB\)](#))

- preparing contingency plans for accidents, bus breakdown, or other emergencies (such as flooding, road closures, and bushfires)
- monitoring student numbers on buses, certifying bus rolls, and verifying school bus checklist booklets
- establishing and maintaining bus timetables and bus stops
- managing student behaviour, including seating plans where appropriate
- managing incidents, accidents, and disputes on school transport services.

## 4.2. Registration and insurance of school buses

### 4.2.1. Registration and insurance of department-owned yellow school buses

The government carries its own comprehensive insurance cover for government vehicles, which includes department-owned yellow school buses.

The department is responsible for paying registration and compulsory third party (bodily only) insurance costs. This insurance covers all passengers travelling on the bus at any time.

### 4.2.2. Registration and insurance of contract school buses

Contract buses are not required to have comprehensive insurance. The contract bus owner is responsible for deciding whether to take out comprehensive insurance for the bus and any associated costs.

Private transport service providers are responsible for paying registration and compulsory third party (bodily only) insurance costs. This third-party insurance covers all passengers travelling on the bus at any time.

### 4.2.3. Registration and insurance of governing council and school-owned buses

TSU is not responsible for governing council or school-owned buses. Responsibility for these buses lies with the Principal and governing council of the school.

However, these buses must still comply with all relevant requirements, including those detailed in the *Road Traffic Act 1961*, Code of Practice for Buses, and the [school transport policy \(PDF 383 KB\)](#) and related procedures.

Governing councils and schools may purchase buses for school use. If they do, they are responsible for:

- all costs associated with purchase, registration, compulsory third party insurance, and operation
- obtaining the appropriate route or charter licences from DIT
- meeting all legislative requirements relating to owning and operating buses, including National Heavy Vehicle Law and regulations

- ensuring that drivers act in accordance with department requirements
- managing buses in line with the department’s requirements for managing driver fatigue, as outlined in the [school transport policy \(PDF 383 KB\)](#) and related procedures.

### 4.3. Managing student behaviour on school buses

Principals, preschool directors, and school bus drivers have a duty of care for all students and other persons being transported on school transport vehicles. They must exercise due diligence to ensure the safety of students. Principals should refer to the [duty of care to children and young people policy \(PDF 182 KB\)](#) and [guideline \(PDF 171 KB\)](#) for further information.

Principals must develop and implement a local school policy on student behaviour on buses, in accordance with regulation 28 of the *Education and Children’s Services Regulations 2020 (SA)* (the Regulations).

The policy must be adhered to at all times and include a code of behaviour for students that covers:

- waiting safely at bus stops
- boarding, travelling, and disembarking in a quiet, orderly manner
- sitting in an allocated seat if a seating plan is in place.

Principals must ensure that students, parents and guardians, private transport service providers, and bus drivers are aware of and provided a copy of the school’s student behaviour policy. Parents should be provided with a copy of the student behaviour policy before their child uses the bus.

Principals must implement the policy, follow up on all reports of student misbehaviour, and apply disciplinary measures where appropriate. These may include temporary or permanent suspension from bus travel. In serious cases, principals should seek advice from their Education Director.

Up-to-date records, such as written reports of misbehaviour (that may support disciplinary decisions), must be maintained. Formal advice of suspension from bus travel must be discussed with the Education Director and provided to:

- the student and their parents or guardians
- the school that the student attends
- the bus driver (for department-owned yellow buses) or the private transport service provider (for contract buses).

Contingency plans must be included in the policy in case a bus has to stop during a journey due to unsafe student behaviour.

School bus drivers employed by private transport services providers must report incidents and concerns about student transport by completing the TSU009: Transport management form – rural buses. The private transport service provider must immediately submit the form to the Principal to action and follow-up with the Transport Services Unit (TSU). Principals are encouraged to seek advice to resolve issues promptly.

## 4.4. Seating plans

Establishing a seating plan is recommended for morning and afternoon school transport services, however implementation is at the Principal's discretion. If a seating plan is used, the Principal must provide it to drivers.

Seating plans may assist in identifying students in emergencies or if vandalism occurs.

## 4.5. Responding to transport incidents, accidents, and emergencies

Any incidents, accidents, or emergencies involving a school transport vehicle must be reported immediately to the Principal. The Principal must record these on the department's [incident management system](#) as soon as practicable. An incident, accident, or emergency may involve:

- student behaviour (disobeying conditions of bus travel)
- parent behaviour (not collecting their children from bus stops, or abusive conduct)
- driver behaviour (failure to meet responsibilities appropriately)
- mechanical failure (bus breakdowns before, during, or after a route)
- accidents involving department or contract operated school buses, other vehicles, and persons.

Other incidents (such as near misses involving buses, other vehicles, or driver error) should also be reported to the Principal for follow up and review.

Principals must develop and regularly review (every term) an emergency management plan that includes procedures for breakdowns, accidents, extreme weather, bushfires, and other emergency situations. Bus routes can be re-routed or cancelled by the Principal in emergencies.

Further information on emergency processes and procedures is available from the [Security and Emergency Management Unit \(SEM\)](#).

All accidents involving government vehicles, including department-owned yellow school buses, must be reported to the police within 24 hours. The Principal must also report the accident to TSU using the [TSU010: Department school bus accident/incident report form \(DOC 155 KB\)](#). The form must be sent immediately to TSU to ensure follow-up action, including repairs, can be initiated. Photographs of damage to the bus must be included with the form.

If a personal injury is suffered because of a bus accident, the following process applies:

- the driver must contact emergency services and provide basic first aid to students where required
- the driver must notify the Principal and private transport service provider where applicable
- for injuries to students and department staff, an [injury report form](#) must be completed by the Principal.
- the Principal must complete a TSU010 and send it to [education.TransportServices@sa.gov.au](mailto:education.TransportServices@sa.gov.au)

- the [critical incident process](#) must be followed in the event of a serious accident, including reporting on the department's [incident management system](#).

Drivers must not make any statement about the accident, including media communication unless instructed by the department. Statements can be made to SAPOL.

If the bus is damaged, a qualified motor mechanic must determine if it is safe to drive the vehicle before it is moved from the scene. The damage must be reported as soon as possible to the Principal, TSU, and local servicing garage.

## 4.6. Managing vandalism and theft on school buses

### 4.6.1. Vandalism and theft on department-owned yellow school buses

Principals must report any vandalism or theft on department-owned yellow buses to TSU using the [TSU010: Department school bus accident/incident report form \(DOC 155 KB\)](#).

If there is evidence, such as witnesses or CCTV footage, that a student or other person travelling on a department-owned yellow school bus has deliberately caused damage, the Principal must contact TSU for advice.

Schools must cover the cost of damage and vandalism to department-owned yellow school buses. Schools may seek reimbursement from a known offender's family recover the related repair costs.

The department must cover the costs of damage not caused by vandalism, such as wear and tear.

### 4.6.2. Vandalism and theft on contract school buses

Principals must support private transport service providers in investigating damage and vandalism caused by students or other persons travelling on contract school bus services.

If there is evidence, such as witnesses or CCTV footage, that a student or other person has caused damage or vandalism, including theft, to a contracted bus, the school is responsible for paying the private transport service provider. Principals must then follow up with the parents or persons involved to recover the costs.

The department will support the private transport service provider in any investigation.

## 4.7. Managing complaints related to school bus services

Complaints raised by parents and guardians about school transport services must be raised with the Principal. Parents should refrain from raising concerns directly with school bus drivers and private transport service providers.

Drivers and private transport service providers must raise concerns involving parents with the Principal for follow-up and appropriate action.

If complaints raised by parents and guardians cannot be resolved locally, they can contact the [Customer Feedback team](#).

## 4.8. Bus equipment and fittings

### 4.8.1. Safety equipment

#### 4.8.1.1. Seat belts

All department-owned, governing council-owned, school-owned, and contract buses on morning and afternoon school bus routes are fitted with seat belts.

All passengers on school transport vehicles must always use seat belts when travelling. Principals and drivers must ensure, to the best of their ability, that all students comply. Drivers must not physically intervene if a student refuses to wear a seat belt.

Drivers must report any person who refuses to wear their seat belt to the Principal. The Principal must follow up and may result in bus travel being suspended for that person.

Principals, in consultation with parents and school bus drivers, must determine whether younger or smaller children can travel safely on the bus using a seat belt.

As a guide, children aged 7 and older can use an adult seat belt if they meet **all** the following criteria:

- can sit with their back against the seat
- knees bend over the edge of the seat
- sash belt sits across the middle of the shoulder
- lap belt sits low across the hips touching the thighs
- can stay seated in this position for the whole trip
- is at least 145 centimetres tall.

If a child does not meet all criteria and cannot travel safely, either:

- the parent must provide an appropriate booster seat that can be properly fixed in the bus (refer to the [booster seats section](#))
- the child cannot be approved to travel.

Further information relating to seat belts and child restraints is available in:

- [MyLicence SA: Seatbelts and child restraints](#)
- [SAPOL:-Seatbelt fact sheet \(PDF 1 MB\)](#).

#### 4.8.1.2. Booster seats

Principals, in consultation with parents and drivers, must determine whether younger or smaller children can travel safely on school buses. If it's determined that a child cannot travel safely due to their size, such as when a seat belt sits across their throat, appropriate action must be taken before travel is approved.

The parent must provide a booster seat that complies with Australian Standard AS1754, is marked accordingly, and can be properly fixed in the bus.

If child does not meet the requirements for using an adult seat belt and a compliant booster seat is not provided, the child must not be approved to travel.

Drivers are not required to ensure booster seats are appropriately secured. Parents must secure the booster seat in accordance with the manufacturer's instructions at morning pick-up times. School staff must secure the booster seat in accordance with the manufacturer's instructions at school departure times.

Booster seats must not be used in the first row of seating on the bus.

#### 4.8.1.3. Fire extinguishers

The DIT Code of Practice for Buses stipulates that every bus registered in South Australia must carry an appropriate and efficient fire extinguisher that is accessible and ready to use. Every fire extinguisher must be maintained in an effective working condition, with adequate operating instructions displayed.

Fire extinguisher servicing is part of the department's preventative maintenance program. When schools have their on-site extinguishers serviced, extinguishers on department-owned yellow school buses (including any spare department-owned yellow buses based at government school sites) must be serviced at the same time.

Replacement fire extinguishers for department-owned yellow school buses are available from TSU. If the previous extinguisher was lost due to vandalism or theft because the bus was left unlocked, then the school is responsible for replacement.

### 4.8.2. Communication and signage

#### 4.8.2.1. School bus signs

The *Road Traffic Act 1961* (SA) provides legislative protection for children on buses that display the words 'School Bus' on the front and rear. It requires that drivers not exceed 25 kilometres per hour when passing a school bus that has stopped on a road to allow children to board or exit.

Department-owned yellow and contract school buses must display 'Caution School Bus' signs.

Refer to [Warning signs and lights for buses carrying children](#) for further information relating to school bus signs.

#### 4.8.2.2. Radio and audio equipment

CB radios are fitted in all department-owned buses

### 4.8.3. Restricted equipment and fittings

#### 4.8.3.1. Modifications and accessories

Modifications to the body, windows, or other equipment on department-owned yellow school buses are not permitted. This includes fitting any other accessories such as advertising and stickers.

For contract school buses, no restrictions apply to advertising and other adornments while the bus is being used for departmental purposes, except for political or religious advertisements.

### 4.8.3.2. Tow bars

Tow bars must not be fitted to department-owned yellow school buses.

## 4.9. Using school buses for camps and excursions

At the Principal's discretion, department-owned yellow school buses may be used for transport to camps and excursions by:

- government schools
- department-controlled preschools and teacher-led playgroups through the schools where the centres are based
- government schools for approved holiday recreational programs and by a governing council-sponsored out of school hours care programs during school holidays.

Department-owned yellow school buses must not be used for transport to camps and excursions by:

- private organisations or companies, other government departments, school-based organisations, or for teacher-based activities
- non-government schools or privately operated preschools.

In the event of a declared state or national disaster, department-owned yellow school buses may be requested by the person in charge of disaster relief. Principals should be familiar with local arrangements and know the name of the officer responsible for disaster relief in their area.

When planning an excursion, principals must refer to the [camps and excursions policy \(PDF 665 KB\)](#).

### 4.9.1. Using department-owned yellow school buses for camps and excursions

Drivers must own, carry, and complete a National Driver Work Diary (available from Service SA centres) if travelling 100 kilometres or more from base. Refer to the [National Heavy Vehicle Regulator website](#) for more information.

Principals must be satisfied that drivers have experience within the previous 3 months of driving the type of bus that will be used on the excursion. The driver must provide examples of their recent driving experience, and principals must be confident that the driver has the necessary skills to drive the bus safely.

Volunteer drivers may be used to transport students and children.

Principals must ensure that camp and excursion bus drivers:

- meet the selection and approval requirements for department-employed school bus drivers
- fulfil the roles and responsibilities of bus drivers outlined in the [school bus driver policy \(PDF 590 KB\)](#) and [department and contract school bus driver procedure \(PDF 632 KB\)](#).

Use of a department-owned yellow school bus for camps and excursions must not interfere with:

- the daily travel of students to and from school

- normal inspections, servicing, maintenance, or repair work.

Spare department-owned yellow buses must not be used for camps and excursions. They must not be used as replacements to release permanent route service buses for camps and excursions.

Department-owned yellow school buses must not be used for interstate camps or excursions.

## 4.9.2. Using contract school buses for camps and excursions

Where principals engage a private transport service provider to supply a bus and driver for camps and excursions, the Principal must ensure the following conditions are met:

- the vehicle displays a current safety label (green triangle on windscreen)
- the driver and the private transport service provider understand all legislative requirements, including those under Heavy Vehicle National Law (this can be requested from the private transport service provider)
- the driver holds current DIT driver accreditation and a heavy vehicle drivers licence applicable to the size of the vehicle they are driving
- the private transport service provider holds current DIT operator accreditation.

## 4.10. Additional operational requirements for school bus services

### 4.10.1. Vehicle operations and maintenance

#### 4.10.1.1. Cleaning buses

Department-owned yellow school buses must be kept clean internally and externally for driver and student safety and hygiene.

Cleaning requirements include:

- sweeping out bus daily
- removing all rubbish from inside the bus daily
- washing the exterior at least weekly, depending on the condition of vehicle.

Principals are responsible for ensuring drivers clean the buses, and for providing the required facilities and equipment. Cleaning must occur ensuring that wastewater does not enter watercourses.

Drivers are reimbursed for cleaning time, subject to the Principal's approval. Refer to the [department and contract school bus driver procedure \(PDF 632 KB\)](#) for details.

Buses are regularly reallocated across the state, so must be kept clean inside and out by the schools where they are based. Failure to ensure clean buses when relocated may incur a cleaning fee for the school.

Private transport service providers are responsible keeping their vehicles clean inside and out.

TSU may approve deep cleaning of department-owned yellow and contract buses on a case-by-case basis, when required beyond standard bus cleaning.

#### 4.10.1.2. Fuel cards

Principals can request fuel cards for each department-owned yellow school bus from TSU. Fuel cards are assigned to buses, not schools. If a bus is relocated, the fuel card must remain in the bus.

Cards are available for BP, Caltex, Mogas Regional, Shell, and Ampol.

Department-issued fuel cards must be used to purchase fuel in preference to raising a Transport Order.

#### 4.10.1.3. Refuelling buses

Buses should be refuelled before or after scheduled journeys and must not disrupt bus timetables.

Diesel-powered department-owned yellow school buses can only be refuelled while students are on board if school staff remain on board to supervise. Buses should not be refuelled with students on-board if there is no supervising staff member.

#### 4.10.1.4. Trailers on buses

Governing councils and schools are allowed to purchase trailers for use with governing council and school-owned buses, provided that:

- only governing council and school-owned buses fitted with tow bars are used to tow trailers
- all costs related to purchase, registration, and operation are covered by the governing council or school
- the trailer is insured with appropriate cover by the governing council or school.

### 4.10.2. Passenger safety and conduct

#### 4.10.2.1. First aid requirements

Drivers of department-owned yellow and contract school buses are not required to be trained in first aid.

Principals must ensure there is an adequate contingency plan in place, known by all relevant parties, for situations where students require first aid.

Where parents and guardians advise that a child has a recognised medical condition and request school bus travel, principals must conduct a risk assessment to determine whether the child can travel safely.

Principals should consult with relevant stakeholders, such as their Education Director and certified medical practitioners, where appropriate.

#### 4.10.2.2. Carrying luggage and goods

Buses must not carry parcels, goods, luggage, newspapers, or mail weighing more than 20 kilograms, except in inbuilt storage compartments. These compartments must only be used for camps and excursions and under adult supervision.

No parcels, hazardous materials, goods, luggage (other than hand luggage), newspapers, or mail may be carried in the passenger seating area of any bus. Bus aisles must remain clear at all times.

Students must place bags and equipment, other than hand-held luggage, in luggage racks, under seats or in appropriate storage areas. Racks must not be used to carry or store other items that may pose a safety risk to students or the driver.

Students are not permitted to operate undercarriage bins on buses without assistance from the driver. Drivers must not leave the bus to operate undercarriage bins while students are on board.

#### 4.10.2.3. Eating and drinking on buses

Eating and drinking on buses is not encouraged. Principals may permit drinking in specific circumstances, such as hot weather days, considering cleanliness and the comfort of passengers. Hot drinks and drinks in glass containers should be avoided.

#### 4.10.2.4. Smoking in or near buses

Smoking is not permitted in or near school buses and students.

### 4.10.3. Route and service conditions

#### 4.10.3.1. Student-free days and school closure days

Principals must consult with all schools (government and non-government) and preschools whose students travel on department-owned yellow or contract school buses to confirm student-free and school closure days for the school year.

Department-owned yellow and contract school bus services do not normally operate on days when government schools are closed due to student-free or school closure days.

However, these services may continue to operate on days where non-government schools remain open and government schools are closed. In these cases, the Principal of the non-government school must notify the Principal of the government school with local responsibility for the school bus service, that the service is required.

The Principal of the non-government school must also take responsibility for managing the service and resolve any issues, such as student behaviour incidents, that may occur.

TSU can be contact f or assistance related to operating school bus services on student-free and school closure days.

#### 4.10.3.2. Ferries

There is no legislative requirement for passengers to remain in vehicles while on board a ferry. When school buses are required to travel on ferries, it is recommended that students remain in the bus. Principals may determine local policy on this matter.

#### 4.10.3.3. Railway crossings

Under section 121 of the *Australian Road Rules 1999* (Cth), all vehicles must give way to any train or tram on, approaching, or entering a crossing.

#### 4.10.3.4. Road signs

DIT or the relevant local council with control of a road is responsible for providing road warning signs.

Requests for signs, such as 'Children Crossing' or 'School Bus Stop', must be made to those authorities.

### 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 regarding CCTV downloads from transport vehicles, contact the [Information Management Team](#).

## 5. Roles and responsibilities

### 5.1. All departmental staff and volunteers

Comply with this procedure and associated policy and procedures.

### 5.2. Principals

Refer to the [principals' responsibilities for school bus services](#).

### 5.3. Transport Services unit (TSU)

Manage school transport services at the department level, including providing advice on applying this procedure, and associated policies and procedures.

Monitor, evaluate, and review this procedure.

## 6. Definitions

### 6.1. DIT

Department for Infrastructure and Transport.

## 6.2. official record

A record made or received by an agency in the conduct of its business.

## 6.3. school transport service

A school service that:

- uses a school transport vehicle
- is provided to students or persons eligible to travel
- meets service viability criteria.

## 6.4. school transport vehicle

A vehicle that is a:

- bus provided by the department as a department-owned and operated school bus (not a bus that is owned by a school)
- bus operated by a third-party provider under a contract with the department (which may include a transport service for children and young people with a disability or those enrolled in the Intensive English Language Program)
- taxi or hire car.

## 6.5. transport assistance

Transport assistance can be:

- provision to travel on a school transport vehicle
- payment of a travelling allowance.

# 7. Supporting information

[Department for Infrastructure and Transport: Driver accreditation](#)

[Department for Infrastructure and Transport: Submit a certificate of fitness to drive](#)

[ED222: Application for approval to drive a school bus form \(PDF 187 KB\)](#)

[ED623B: Claim for reimbursement of private motor vehicle expenses \(department bus driver use only\) \(DOCX 82 KB\)](#)

[TSU010: Department school bus accident/incident report form \(DOC 155 KB\)](#)

[TSU011: Student roll for school buses \(DOCX 83 KB\)](#)

[Working with Children Checks](#)

## 7.1. Related legislation

[Education and Children's Services Act 2019 \(SA\)](#)

[Education and Children's Services Regulations 2020 \(SA\)](#)

[Heavy Vehicle National Law \(South Australia\) Act 2013 \(SA\)](#)

[Motor Vehicles Act 1959 \(SA\)](#)

[National Heavy Vehicle Laws](#)

[Road Traffic Act 1961 \(SA\)](#)

[State Records Act 1997 \(SA\)](#)

## 7.2. Related policies

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

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

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

[Department of Infrastructure and Transport: Code of Practice for Buses](#)

[Department of Infrastructure and Transport: Heavy Vehicle Driver's Handbook](#)

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

[Establishing a school transport service procedure \(PDF 589 KB\)](#)

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

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

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

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

[School bus maintenance and safety procedure \(PDF 649 KB\)](#)

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

[School transport policy \(PDF 383 KB\)](#)

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

## 8. Record history

Published date: July 2025

## 8.1. Approvals

OP number: 345

File number: DE25/19236

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