

Governance and Internal Control

The excerpt from the BSR and the BSA are as follows:

BSR Sch 3.2

Safety governance arrangements to ensure that the person or body controlling or managing the bus operator and the bus operations—

- (a) actively manages the risks arising from the bus operations; and
- (b) maintains sufficient knowledge of the level of compliance of the organisation with its duties and obligations under the Act and these Regulations.

BSA S38

Accredited bus operators to notify of relevant changes in circumstances

- (1) If a relevant change in circumstances occurs with respect to an accreditation or an accredited bus operator, the accredited bus operator must notify the Safety Director of the change in writing within 7 days after becoming aware of the change.

What does this mean – what do you need to do?

This document relates to how you as the operator, manages risk in your organisation and how you will maintain control and oversight to ensure you are providing a safe bus service.

Some of the aspects that ST Vic will need to understand include:

- How does the Responsible Person intend to oversee the bus operations and ensure that all areas of the MIS, MMS and Safety Duties are adhered to?
- How will the Responsible Person deal with risks that have been identified?
- How will the Responsible Person deal with training of staff?
- How will the Responsible Person deal with fatigue management for staff?
- How will the Responsible Person ensure that all the required service and maintenance is carried out?
- How will the Responsible Person ensure that the person conducting pre-trip inspection on the bus, is doing so correctly, and feeding back any issued or defects identified with the bus prior to its use?
- How will the Responsible Person ensure that ST Vic are kept up to date with any changes to the bus operations such as a change in Responsible Person, the number of buses operated, or the types of buses operated?
- How will the Responsible Person ensure that ST Vic are notified of all incidents within the timeframes specified in the Regulations?
- How will the Responsible Person ensure that internal audits are conducted in a robust and unbiased manner and that areas of deficiencies identified during the audit process are addressed and rectified in a timely manner?
- How will the Responsible Person ensure that all documents for the purposes of bus operations, have a version control in place and that all documents are regularly reviewed and updated?