

# Management Information System (MIS)

The purpose of the Management Information System (MIS) is to document the systems that bus operators have in place for managing information about the operation of their bus service. The documents should reflect the bus operator own operating conditions, risks, incident history and determined safety objectives and written in a format that can be easily followed by any staff member tasked with carrying out duties relating to the bus operations.

Throughout this document you will see the following acronyms:

BSA, BSR, Sch, MIS, MMS and ST Vic.

## These acronyms stand for:

- **BSA** = Bus Safety Act 2009 version 23
- **BSR** = Bus Safety Regulations 2020
- **Sch** = The schedule within the regulations. There are two we refer to being Schedule 3 and 4. Schedule 3 refers to MIS components and Schedule 4 relates to MMS components.
- **MIS** = Management Information System
- **MMS** = Maintenance Management System
- **ST Vic** = Safe Transport Victoria <https://transportsafety.vic.gov.au/>

## The components of an MIS are found in Schedule 3

- 3.1 Safety policy
  - 3.2 Governance and internal control arrangements
  - 3.3 Accountabilities and authorities
  - 3.4 Information management
  - 3.5 Communication of safety information and issues
  - 3.6 Hazard, risk and change management (includes Risk register)
  - 3.7 Emergency management plan
  - 3.8 Competence management (titled: Bus Safety Worker competence)
  - 3.9 Incident reporting and investigation
  - 3.10 Internal Audit
- (i) any document produced as part of the management information system or maintenance management system;
  - (ii) any document produced as part of an audit of the management information system or maintenance management system under regulation 23;
  - (iii) evidence of inspections conducted in accordance with Part 7 in respect of each bus operated by the accredited bus operator;
  - (iv) evidence of any action taken by the accredited bus operator to rectify a bus defect identified by a licensed bus tester during an inspection conducted in accordance with Part 7;
  - (v) any other record that the accredited bus operator is required to keep as a condition of accreditation.