



# USE OF BUS POLICY

## 1. Policy

To require drivers of the Swan Districts Football Club (**SDFC** or club) buses to have the qualifications and competency to ensure the safety of passengers and that the buses are properly maintained, roadworthy and registered at all times.

## 2. Scope

This Policy applies to any driver of an SDFC bus and management and staff charged with the responsibility of oversight of this policy.

## 3. Aims

SDFC has three buses for use for club related requirements. The primary use of the buses is for SDFC community outreach programs including, but not limited to transporting participants for excursions, school, and community activities. The bus may also be used by external club user groups when it's not being used for community programs.

Any use of a club bus by any person or group outside the club or for any non-club related purpose must receive the prior approval of the Chief Executive Officer.

Only drivers who hold the appropriate licence are permitted to drive a club bus.

The buses must be maintained to an appropriate standard of safety and cleanliness such that it reflects well on the club at all times.

## 4. Guidelines

Maintaining a safe and roadworthy bus is essential. This policy outlines measures that need to be implemented to ensure the safety of all staff, players, volunteers, program participants and other users. It is the responsibility of the Chief Executive Officer or delegated person to ensure that these guidelines are followed and practised. Club staff have a role in the effective use of the school buses.

The following are to be adhered to:

1. Priority use of the buses are for the club's community programs.
2. The buses can be used by others in the club when available.
3. The club will provide opportunity for staff to receive training in obtaining the appropriate drivers class of licence for each bus.
4. Comply with the club's booking system.
5. Ensure that the buses are maintained and serviced as per the requirements of the make and type of bus.
6. House the buses in club approved, secure locations.
7. Every bus user is responsible for cleaning the bus after each use.
8. The bus must be cleaned periodically externally and internally to ensure it looks clean and tidy.



9. The club must maintain adequate insurance cover for the bus and its drivers.

### Club Bus License Requirements

Bus	Details	Class License required
Toyota Hiace 1EST351	3.0L, T/D, C/BUS, A/T, SLWB, Tare 2200, Auto, 2015, 12 seats, Engine 1KD2511105.	Car (C)
Toyota Coaster 1DZP739	20 seats (PMG)	Light Rigid (LR)
Toyota Hiace 1EZV160	12 seats Auto (PMG)	Car (C)

### General Management of the Club Buses

The club's Community Department is responsible for management of the club buses in conjunction with the school's bus drivers prior to anybus being driven by any person.

Specific responsibilities:

1. Registration and insurance of the buses by the Finance Manager.
2. Regular maintenance and general upkeep of the bus by the Community Department.
3. Maintaining a register of approved drivers (including club and non-club users) for the bus which must include a copy of a current drivers licence with the appropriate class of license. Evidence of completion of a Working with Children Check is also required by any person proposing to drive a club bus when transporting children.
4. Driver orientation.
5. Manage all requirements for any approved external user.

### Bookings and Keys

1. All bookings are to be made through the Community Department.
2. Keys will be kept in the Community Department.
3. The bus keys may not be accessed unless the bus is booked.
4. The driver must on completion of the journey return the keys to the Community Department.
5. Use of the bus other than for approved club events and activities may not occur without the prior approval of the Chief Executive Officer.

### All Drivers of the Bus must:

1. Have approval of SDFC to drive the bus and be on the register of SDFC Bus Drivers.
2. Hold the appropriate vehicle class licence to drive each bus and provide a copy of a current vehicle license be stored on Orgview by the Finance Manager prior to the use of the bus.
3. In the event of a driver's license being suspended or cancelled or otherwise endorsed, the club must be advised before the driver accesses the bus.
4. Adhere to all road rules and relevant legislation.
5. Have completed a driver orientation conducted by the club and / or delegate before driving the bus, including being presented with and reading a copy of this policy.
6. Complete a pre-departure check of the bus before each journey using the checklist which is stored in the bus.
7. Ensure the bus is locked and the keys returned to the Community Department on return.
8. Ensure the bus is parked correctly and in a secure place.
9. Report all breakdowns and all accidents ensuring all particulars of any other vehicle or



- property involved are included.
10. Be aware that traffic infringement penalties are the responsibility of the driver.
  11. Report any medical problems of the driver or passengers that become known.
  12. Have a zero-alcohol reading when driving the vehicle.
  13. Not be affected by medication or other substance when driving the vehicle.
  14. Accept responsibility for the conduct of all passengers while using the vehicle.
  15. Before and after driving, check the bus for any damage, rubbish from the previous use, and any markings and scratches both inside and outside the bus.
  16. Record all damage, markings, scratches and/or seat damage to the Community Department on the same day or, if identified on a weekend, the next working day.
  17. Ensure that at the conclusion of the journey all passengers are directed to collect all rubbish on the floor or seats and place it in rubbish bags stored on the bus, with the driver taking the bag to a rubbish bin.
  18. If at the conclusion of the journey the fuel gauge is less than half full, the driver is required to fill the tank using the club's fuel card at any petrol station accepting Motorcharge, which is retained with the keys. If fuel station doesn't accept Motorcharge, the driver will pay and be reimbursed by the club on their return. A receipt must be provided.
  19. Check the correct fuel is being used when refuelling the bus.
  20. Ensure all passengers remain seated whilst vehicle in driving mode. All passengers are to wear seat belts where seat belts are provided.

### Bus Housing

Drivers are to ensure that the bus is locked and parked in its assigned place.

### Insurance

SDFC buses must be insured to cover damages and public liability at all times.

### All External Club Drivers of Club Buses must:

Complete a Use of Vehicle Agreement/Application Form prior to use (See attached).

### Bus Rules for All Passengers

1. No smoking on the buses.
2. At the end of the journey passengers are required to remove all rubbish from the bus under the supervision and direction of the driver.

### Emergencies

Dial 000 in case of an emergency or 131 444 for the Police.

### Accidents

The driver of any club vehicle must report a traffic accident when the incident occurred on a road or any place commonly used by the public, eg. Carparks, and

1. The incident resulted in bodily harm to any person; or
2. The total value of property damaged to all involved parties exceeds \$3000; or
3. The owner or representative of any damaged property is not present.

Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including terminations of employment.



Accidents involving the employee's personal injury must be reported to the Community Department and Finance Manager for Workers Compensation purposes.

#### 4. Policy Revision

Version	Date Approval	Amendments
1	29 July 2021	Jeff Dennis