# Bus Accreditation Checklist

This checklist is to assist schools to complete the application for bus accreditation with Safe Transport Victoria (STV).

It is recommended that the ‘Responsible Person’ is the school Principal.

| Item | Link to DET template or other relevant information | Link to STV Guidance | Completed |
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| Application form | Should be signed by all members of the School Council including the ‘Responsible Person’ | [Application for bus operator accreditation form](https://transportsafety.vic.gov.au/__data/assets/word_doc/0020/680222/Bus-operator-application-accreditation.docx) |  |
| * Management Information System (MIS) and Maintenance Management System (MMS) | See below |  |  |
| * Police check certificate for the ‘Responsible Person’ | Police check must be obtained at time of application from Victoria Police |  |  |
| * Copy of current roadworthy certificate | For each bus owned by the school |  |  |
| * One certified primary ID document for the ‘Responsible Person’ | E.g. current Australian driver’s licence or passport certified as a true copy by a justice of the peace or a notary public officer |  |  |
| * Copy of School Council ABN | https://abr.business.gov.au/ |  |  |
| **Management Information System (MIS)** | DET template: [Management Information System](https://www.education.vic.gov.au/PAL/bus-mis-template.docx) | [Management Information System](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0011/708689/Management-Information-System-MIS-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Bus Safety Policy | DET template: [Bus safety policy](https://www.education.vic.gov.au/PAL/bus-safety-policy.docx) | [Safety Policy](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0010/708562/Safety-Policy-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Governance and Internal Control Arrangements | DET template: [Governance and internal control arrangement](https://www.education.vic.gov.au/PAL/bus-governance-and-internal-control-arrangements.docx) | [Governance and Internal Controls](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0004/708691/Governance-and-Internal-Control-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Documented Safety accountabilities and authorities | DET template: [Position descriptions](https://www.education.vic.gov.au/PAL/bus-template-position-descriptions.docx) | [Accountabilities and Authorities](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0009/708696/Accountabilities-and-Authorities-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Information Management |  | [Information Management](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0003/708690/Information-Management-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Drug and alcohol management | Copy of DET’s [Work Related Driving Policy](https://www2.education.vic.gov.au/pal/work-related-driving/policy), specifically [Chapter 4: Managing risk factors on the road](https://www2.education.vic.gov.au/pal/work-related-driving/procedure/4-managing-risk-factors-road) | [Alcohol and Drug Management Guidance](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0008/708695/Alcohol-and-Drgu-Management-Policy-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Emergency management | Copy of school’s Emergency Management Plan  DET template: [Registered bus operator risk register](https://edugate.eduweb.vic.gov.au/edrms/Risk/RM/Resources/Registered%20bus%20operator%20risk%20register%20(with%20examples).doc) | [Emergency Management Plan](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0009/708687/Emergency-Management-Plan-EMP-MIS-Education-Sector-Guidance-Version-1-140922.pdf)  [Risk Register Guidance](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0011/708680/Risk-Register-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Bus safety worker competence |  | [Bus Safety Worker](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0010/708688/Bus-Safety-Worker-Competence-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Incident reporting and investigation |  | [Incident Reporting](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0008/708686/Incident-Reporting-and-Investigation-MIS-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Internal audits | DET template: [Bus safety audit report](https://www.education.vic.gov.au/PAL/bus-safety-audit-report.docx) | [Internal Audit](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0007/708685/Internal-audit-MIS-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| **Maintenance Management System (MMS)** | DET template: [MMS policy and procedure](https://www.education.vic.gov.au/PAL/bus-mms-policy-and-procedure-template.docx) | [Maintenance Management System](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0004/708682/Maintenance-Management-System-MMS-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Defect and clearance report | DET template: [Defect and Clearance Report form](https://www.education.vic.gov.au/PAL/bus-defect-and-clearance-report.docx) | [Defect Identification and Clearance Guidance](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0005/708683/Defect-Identification-and-Clearance-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Driver qualifications and training record | DET template: [Driver Qualifications and Training Record](https://www.education.vic.gov.au/PAL/bus-driver-qualifications-and-training-record.docx) |  |  |
| * Training register | DET template: [Training Register](https://www.education.vic.gov.au/PAL/bus-training-register.docx) |  |  |
| * Accountabilities and authorities | DET template: [Accountabilities and Authorities Register](https://www.education.vic.gov.au/PAL/bus-template-accountabilities-and-authorities-register.docx) | [Accountabilities and Authorities](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0009/708696/Accountabilities-and-Authorities-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Maintenance register | DET template: [Maintenance Register](https://www.education.vic.gov.au/PAL/bus-maintenance-register.docx) | [Vehicle Safety Inspection](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0011/708563/Vehicle-Safety-Inspections-Education-Sector-Guidance-Version-1-140922.pdf) |  |
| * Pre-trip inspection checklist | DET template: [Pre-trip Inspection Checklist and Record](https://www.education.vic.gov.au/PAL/bus-pre-trip-inspection-checklist-and-record.docx) | [Pre-trip inspection guidance](https://transportsafety.vic.gov.au/__data/assets/pdf_file/0003/708681/Pre-trip-inspections-Education-Sector-Guidance-Version-1-140922.pdf) |  |