# Bus Safety Audit Report

The Insert school council is responsible for establishing and managing the annual audit program in relation to bus safety. Two levels of auditing may be undertaken:

1. Personnel with relevant experience and knowledge of position responsibilities, but independent of the position being audited, carry out internal audits to ensure individuals who are assigned safety responsibilities are effectively carrying out their responsibilities.
2. Where appropriate, external auditors with relevant experience may carry out audits of specific accreditation policies and procedures.

The Insert person(s) name/title of Insert school council is responsible for internal audit arrangements and for reviewing the risk register to make sure high risks are given priority.

## Audit scheduling

The Insert school name and or school council prioritises the audit program, taking into account various factors, including:

* scope of previous audit, previous audit findings and recommendations
* recent safety performance
* status and importance of activities to be audited
* industry trends.

The audit program is run on a insert schedule e.g., calendar year, school year, financial year etc. basis according to a prepared audit item checklist. This schedule may vary as a result of changes to audit priorities or if additional audit requirements are identified. The audit schedule makes provision for all safety related activities to be audited at least once during every 12-months.

The audit program is monitored at Insert school council name meetings, which inspects the audit report to ensure audits are proceeding according to schedule. Annual audits are conducted to ensure the accreditation requirements are reviewed every year.

## Audit reporting

Audit findings are documented on the audit report with the non-conformance/non-compliance table completed, as necessary. The scope for annual independent audits includes the requirement to provide a written audit report.

Audit reports are given to the insert nominated person and are reviewed at Insert school council name meetings until all corrective action items have been completed.

Where findings from audits require urgent attention the insert nominated person can assign corrective action items to the relevant workers or arrange to convene a meeting to review the findings and assign action.

Insert school council name keeps a copy of the audit report and corrective actions on file for no less than three years.

# Internal Audit Report

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| Accredited Bus Operator: | **Enter school council name** | | | |
| Audit Report Date: |  | | **Previous Audit Date** |  |
| Audit Completed By: |  | | **Responsible Person Authorised:** |  |
| Audit item | Audit date | Findings | | Outcome |
| 1. Safety policy |  |  | |  |
| 1. Governance and internal control arrangements |  |  | |  |
| 1. Documented safety accountabilities and authorities |  |  | |  |
| 1. Information management process |  |  | |  |
| 1. Safety information communication |  |  | |  |
| 1. Drug and alcohol management policy |  |  | |  |
| 1. Hazard, risk and change management |  |  | |  |
| 1. Emergency management |  |  | |  |
| 1. Bus safety worker competence |  |  | |  |
| 1. Incident reporting and investigation |  |  | |  |
| **NOTES / COMMENTS** | | | | |
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