



School Bus Services Safety Bulletin (02/2016)

SAFETY ALERT - BUSH FIRE SEASON ALERT / PROCEDURES

Attention, **Safety Bulletin / Alert** regarding **Bush Fire Emergency Procedures** for your contracted service.

This Safety Bulletin provides a greater level of awareness regarding the dangers of bushfires & describes the mandatory Safe Working Procedures (SWP) & responsible actions required by school bus contractors/drivers & the Public Transport Authority (PTA) when they are either informed of or encounter a bushfire that will place bus staff & passengers in immediate danger or disrupt service delivery.



The SWP in this bulletin is designed to provide a standard set of protocols necessary to provide the appropriate level of communication required to ensure all stakeholders are kept appropriately informed regarding the level & extent of the bushfire emergency. This SWP also ensures all stakeholders are acting in a controlled and comparable way ensuring the safety of bus staff and passengers at all times.

It is mandatory that all Contractors & bus staff be made aware of the contents of this bulletin & trained in the requirements of the SWP immediately. It is of the utmost importance that the PTA & the wider school bus industry have the appropriate controls in place to ensure the safety of all bus services at all times.

BUSH FIRE SAFETY BULLETIN REMINDERS.


Monitor DFES alerts





Do **NOT** attempt to drive through fire.
Drive **AWAY** from fire.


FOLLOW
Emergency Services
Instructions.




OBEY Road closures & directions in bushfires


COMMUNICATE
Contact, Contractor management, School, SBS, Parents. Remember to update constantly as safe to do so.



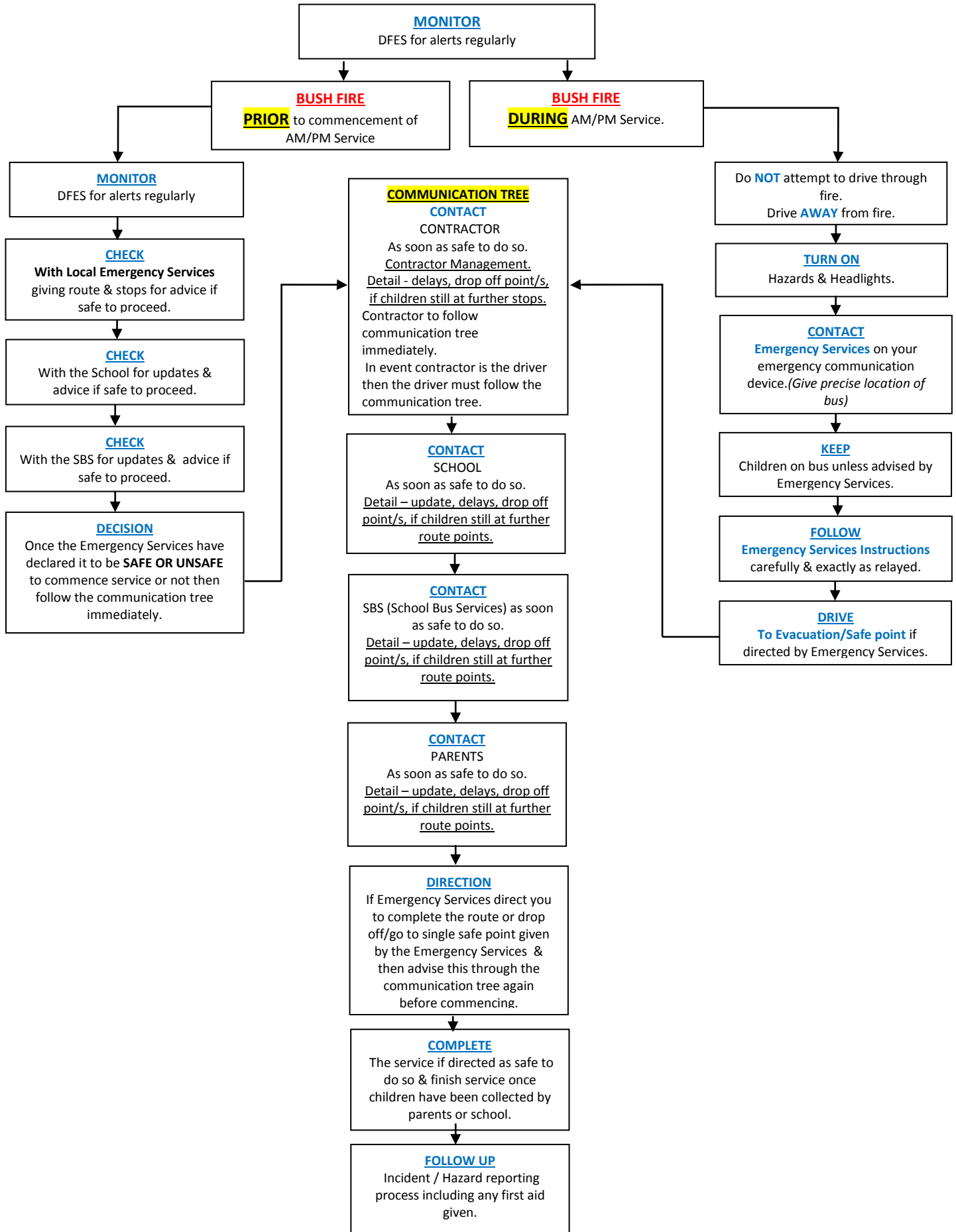
BUSH FIRE SAFETY ALERT STANDARD FLOWCHART.

All Contractors/drivers and the Public Transport Authority have an obligation to comply with the directions of Emergency Services at all times.

In all Emergency situations no one will act in a way that places themselves or others at risk of harm or injury.

All Contractors are required to ensure their current Emergency Plan is amended to be consistent with the SWP within this bulletin & have organised their **local emergency plans are current.**

Refer to Emergency Plans – EPG4 in the standard Emergency Plan (Red Folder) by PTA SBS.



BUSH FIRE FLOWCHART NOTES.

- When communicating ALWAYS relay ;
 - Change of Timings
 - Change of Bus stops
 - Delays
 - Drop Off Points (normal stops or to a single either evacuation point or School)
 - Location of evacuation point
 - Interruption of service (eg: pick up first 3 stops only)
 - If all or partial children on board or to be picked up.
 - What Emergency Services are currently advising
 - Other possible delays
- Communication is the key to making the circumstance knowledgeable & safe - Communication is to be made ASAP at all times with Emergency Services, Contractor, School, SBS & Parents.
- Remember the driver is to contact the Emergency Services & Contractor who has a contract management to contact the School, SBS & Parents, unless the driver is the contractor who would then be responsible for contacting the School, SBS & Parents themselves.
- ALWAYS update your communication tree (as per flowchart) every 30 minutes for any circumstance changes.
- Always Monitor DFES alerts constantly as circumstances change constantly.
- Never ignore road directions or postings in a bushfire area.
- Follow Emergency services Instructions as a priority at all times.
- Never disobey an instruction from an Emergency services crew member.

PROVISIONS FOR FIRE SEASON 2016.

- Safety Management Plan, including specifically the Emergency Plan & Instructions – is to be reviewed & current.
- All drivers / aides are to have been correctly trained & inducted in all other areas required.
- All drivers / aides are to have completed all the necessary training for emergencies, specifically including bushfires.
- All drivers / aides are aware of the Emergency Planning & Identifying Hazards /Risks for Contingencies.
- All drivers / aides know the location of; EPG Guides, Student lists, Emergency Communication devices.
- All drivers / aides are aware of Emergency Numbers including Local Services.
- Arranging periodic self-inspections of bus emergency equipment for functionality & quality.