



BUS USAGE POLICY

Policy number	GO 37
Subject	Bus Usage Policy
Policy	<p>Girl Guides Victoria is required to be registered as a bus operator and abide by the conditions of registration and legislative requirements. These include:</p> <ul style="list-style-type: none"> • Undergoing an annual safety inspection • A driver of a bus must not have alcohol or drugs present in his/her blood immediately before, and or while driving a bus, and comply with any guidelines. • The operator determines the maximum number of passengers to be safely carried and maintain a record of the number. • All buses must comply with applicable bus standards. • All fires extinguishers fitted to the bus must be in operating condition. • The driver must hold an appropriate driver licence- this is a full driver licence or a probationary driver licence for the correct category if agreed. • If a bus incident occurs - the bus owner must notify the Safety Director orally within 24 hours and written on the appropriate form within 72 hours. Email: info@transportsafety.vic.gov.au, phone: 1800 301 151 <p>Bus incidents include:</p> <ul style="list-style-type: none"> • Collision with any person, vehicle, infrastructure, obstruction or object • Divergence of a bus from the highway • Failure to comply with the applicable legislative requirements, vehicle specifications, bus standards or codes of practice • Contravention of the drug and alcohol management policy. <p>Members of Girl Guides Victoria who hire buses from community or commercial operators must ensure that they comply with the regulations and keep suitable records. A copy of <i>GGV Bus Usage Record</i> should be completed on each occasion a vehicle is hired or borrowed and retained by District or Region Manager for two (2) years. In case of an incident it will be sent to the CEO of GGV.</p>
Principles	A registered bus operator must comply with conditions of registration specified in section 22(6) of the Bus Safety Act 2009 (Vic) (Bus Safety Act).



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	<p>A registered bus operator must comply with the legislative obligations applicable to registered bus operators under the Bus Safety Act and Bus Safety Regulations 2010(Vic) (Bus Safety Regulations).</p> <p>Girl Guides Association of Victoria registration number is RO 008267.</p>
Procedures under this policy	When a bus is hired or borrowed for a GGV purpose, the <i>GGV Bus Usage Record</i> form must be completed.
Definitions	A drug means a substance which, when consumed or used by a person, deprives that person (temporarily or permanently) of any of his or her normal mental or physical faculties.
Related policies	GO8 – Alcohol, tobacco and drugs GO34 - Members travelling in vehicles.

Version Information

Version Number	Content Updated	Person Responsible	Date Updated
1.0	New Policy and Bus Usage Form	P&P Committee	February 2020



GIRL GUIDES VICTORIA
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GIRL GUIDES VICTORIA
BUS USAGE RECORD

When a bus is hired or borrowed for a GGV purpose, this form must be completed. It is retained by the District or Region Manager for two years. In case of any incident the form will be sent to the CEO of Girl Guides Victoria. Each driver must complete the form for the relevant times they are in control of the bus.

Driver:

Name: _____
 Membership number: _____
 Route to be travelled: _____

Alternate Driver:

Name: _____
 Membership number: _____
 Route to be travelled: _____

Date vehicle obtained: _____

Date returned to owner: _____

Date	Requirement	Comment
	Have zero alcohol level, be not affected by drugs or prescription medication.	
	Check compliance plate and note maximum passenger count. List number of passengers in the vehicle.	
	Visually check the fire extinguisher and note expiry date.	
	Visually check the safety condition of the vehicle, including tyre condition.	
	Record licence number, condition codes and expiration date.	

Driver Signature: _____ Date: _____