



Bus Vehicle Maintenance

To help ensure the safety of all passengers we have provided the safety checks and maintenance reports for our buses. Before each run the driver is required to do a safety check of the vehicle and first aid kits.

VEHICLE MAINTENANCE

Pre-Trip Inspection:

We require our drivers to carry out a pre-trip inspection of the Hillsong Church bus prior to driving. This is necessary to ensure equipment defects, which may prevent safe operation of the vehicle, can be identified, reported and repaired.

Before driving the bus, the driver shall:

1. Be satisfied the bus is in safe operating condition;
2. Review the last driver's vehicle inspection report; and
3. Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge the driver has reviewed it and there is a certification that the required repairs have been performed.

Cleanliness:

Drivers should have pride in their serving workplace and make the necessary efforts to keep the bus clean and sanitary. However possible, drivers should seek cooperation of the passengers in this effort.

The following are suggested cleaning routines:

1. Sweep the floor.
2. Dust seats and inspect for damage.
3. Clean windshield, side windows and mirrors (this is also a safety measure).
4. Clean all light lenses.



After completing your route, you should conduct a post trip inspection of the bus.

Walk through and around the bus looking for:

- Sleeping passengers
- Articles left on the bus
- Open windows and doors
- Mechanical/operational problems with the bus
- Damage or vandalism

FIRST AID KITS

Hillsong Church buses may be required to carry a standard first aid kit. A kit purchased from a regular supplier of this type of equipment is acceptable. For those assembling or refilling a kit, the following items must be included:

BREAKDOWN OF KIT TO BE INPUT:

First aid should include:

- adhesive strips (assorted sizes) for minor wound dressing
- non-allergenic adhesive tape for securing dressings and strapping
- eye pads for emergency eye cover
- triangular bandage for slings, support and/or padding
- hospital crepe or conforming bandage to hold dressings in place
- wound/combine dressings to control bleeding and for covering wounds
- non-adhesive dressings for wound dressing
- safety pins to secure bandages and slings
- scissors for cutting dressings or clothing
- kidney dish for holding dressings and instruments
- small dressings bowl for holding liquids
- gauze squares for cleaning wounds
- forceps/tweezers for removing foreign bodies
- disposable latex or vinyl gloves for infection control

- sharps disposal container for infection control and disposal purposes
- sterile saline solution or sterile water for emergency eye wash or for irrigating eye wounds This saline solution must be discarded after opening
- resuscitation mask to be used by qualified personnel for resuscitation purposes
- antiseptic solution for cleaning wounds and skin
- plastic bags for waste disposal
- note pad and pen/pencil for recording the injured or ill person's condition and treatment given
- re-usable ice-pack for the management of strains, sprains and bruises
- heavy smooth crepe roller bandages, 10cm wide, and sufficient quantity to bandage lower limbs to immobilise limb after a snakebite
- splint to immobilise limb after a snakebite or fractures
- melaleuca hydro gel burn dressings if there is no cool water supply
- large burns sheet for covering burn areas
- clean sheeting for cooling and dressing burns
- thermal/emergency blanket for the management of shock and to assist portability of a patient
- first aid manual or book
- torch and/or flashlight for use at night and for attracting attention
- note pad and pen/pencil for recording the injured or ill persons condition and treatment given

Reusable items must be cleaned, sterilised and disinfected



RECORD KEEPING

INFORMATION REQUIRED TO BE KEPT ON RECORD

The record keeper must keep records for:

- Drivers employed by a licensed motor dealer or licensed motor vehicle repairer, for purposes incidental to the sale, manufacture, registration and repair of the regulated heavy vehicle;
- Drivers covered by the local journey work diary exemption; and
- Drivers of buses and coaches.

RESPONSIBILITIES OF THE RECORD KEEPER

The record keeper must record the following information as soon as possible:

- Driver's name, licence number and contact details;
- The dates the driver drives a regulated heavy vehicle;
- The registration number of the heavy vehicle;
- The total of the driver's work and rest time for each 24 hour period and week;
- The driver's rosters, trip schedule and details of changeover; and
- The driver's base for each journey.

OBLIGATIONS PLACED ON A RECORD KEEPER

The record keeper must also:

- Keep a copy of payment records including timesheet records if the driver is paid by time at work;
- Keep records for a period of three years;
- Keep records so that they can be accessed by an authorised officer;
- Ensure that records are readable and reasonably capable of being understood; and
- Ensure records are capable of being used as evidence.

DEALING WITH PROBLEMS REGARDING MAINTENANCE;

- If the vehicle you are driving has a maintenance or mechanical problem, you must make a written report on a form supplied by the owner.
- Keep a record of all repairs and check that the fault has been fixed. Take it back to the repairer if the problem persists.

Defect reporting;

If the vehicle you are driving has a maintenance or mechanical problem, inform the owner of all symptoms in a written report.

WEEKLY BUS SHEET

Weekly Bus Sheet

Drivers Declaration	Tick (☑)
My Drivers License is valid	
I am not commencing work impaired from the use of alcohol and/or drugs (prescription or otherwise)	
I agree to the statements supplied under the fatigue management scheme found in the Bus Drivers Manual	
I am able to complete driver's tasks legally	
I have had a continuous 24hr break in the last 7 days from work or drive duties	
External Vehicle Checks	
There are no leaks or fluid under vehicle e.g. oil, fuel, water	
Vehicle has adequate fuel and fuel card taken with load	
Tyres are roadworthy	
Driver has checked fluid levels e.g. Oil/Coolant/Fan belts	
Internal Vehicle Check	
Foot brake operation works	
Seat adjustment and seat belts are serviceable	
Wipers and Horn are working	
Mirrors correctly adjusted and in good condition	
First Aid kit available and complete	
Triangle/Witches Hats are onboard	
Drivers safety vest onboard	
VCR has been raised for faults	
Drivers Comments	

Bus No: Date:

Rego: Speedo:

Start	Finish
<input type="text"/>	<input type="text"/>

	Pickup	From/To	Time	Passengers
Pickup	From/To	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

	From/To	Time	Passengers
Drop off	<input type="text"/>	<input type="text"/>	<input type="text"/>
Drop off	From/To	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	

Name: _____

Signature: _____