

BUS OPERATOR

ACCREDITATION HELP KIT



This Accreditation Help Kit consists of guidance/training notes and template fill-the-gaps forms for the Management Information System (MIS) and Maintenance Management System (MMS) as required and overseen by Safe Transport Victoria.

Approximately 60 pages of MIS documentation and 30 pages of MMS documentation, PLUS guidance to assist with completing each section of the documentation, including explanatory notes.

MIS documentation includes:

- Safety policy
- Governance and internal control arrangements
- Documented safety accountabilities and authorities
- Information management process
- Safety information communication process
- Alcohol and drug management policy
- Hazard, risk and change management processes, including a Risk Assessment Register
- Emergency management process
- Process to establish bus safety worker competence
- Processes for incident reporting and investigation
- Internal audit procedure

MMS documentation includes:

- Accountabilities and authorities
- Competence
- Maintenance
- Inspections
- Defect reporting and clearance
- Records



WHAT YOU GET

Electronic access to the BusVic Accreditation Help Kit, including guidance material:

- \$499 with no further assistance from BusVic; or
- \$999 with one workshop of up to 5 hours assistance from BusVic (delivered at BusVic Port Melbourne or by negotiation) on clarifying what is in the Help Kit and how to complete the sample documents.

Access is for 12 months, and includes emails to you about any updates to the Help Kit during that period.

Safety is Bus Association Victoria's number one priority. Only a rigorous approach to bus safety management can ensure the bus industry continue to be one of the safest modes and industries in Australia.

The BusVic Accreditation Help Kit is available for purchase from www.busvic.asn.au/shop (terms and conditions apply)

If you wish to consider membership of Bus Association Victoria, go to www.busvic.asn.au/bus-operator-membership to view more details including the membership application form.



Road Safety Inspections Pty. Ltd. (RSI) is Victoria's largest mobile Licensed Bus Tester using state of the art technology and equipment. With its acquisition of FleetCheck in 2021, RSI now performs annual roadworthiness inspections for over 90 percent of Victoria's buses and coaches each year.

RSI is an inspection service only. It does not undertake any repair or mechanical work. Inspections are conducted both at its purpose-built facility at 450 Williamstown Road, Port Melbourne, and by arrangement at VicRoads-approved testing sites across Victoria. Mobile roller-brake testing trailers ensure that vehicles meet every VicRoads requirement.

An independent annual inspection provides reassurance that the workshop/s you use for your quarterly inspections are correctly checking your vehicles and notifying you of any developing faults.

Call RSI on 03 9646 3362 or email rsi@busvic.asn.au to enquire or schedule an annual bus inspection.

Road Safety Inspections

433 Williamstown Rd,
Port Melbourne

03 9646 3362

inspect@busvic.asn.au

