



Document Revision Record

**Document Name: Statement and Policy re No Child Left on the Bus (NCLB)
Duty for PTV/DOT School Buses**

Document Number: MIS 2.5.3a

| Reviewed By: | Date Reviewed: | Next Revision Date: | Comments: | New Version Number: |
|---------------------|----------------|---------------------|-------------------------------------|---------------------|
| Ron Bria | Jul 2020 | Jul 2021 | New Document | V1 |
| Ron Bria | Jul 2021 | Jul 2022 | No Change | V1 |
| Lynette Dineen | July 22 | July 23 | No Change | V1 |
| Lynette Dineen-Bria | July 23 | July 2024 | No Change | V1 |
| Ron Bria | July 24 | July 25 | No Change | V1 |
| Lynette Dineen-Bria | March 2025 | July 2025 | Updated refresher training interval | V2 |
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**Statement and Policy re No Child Left on the Bus (NCLB) Duty
for PTV/DOT School Buses**

Requirements

School bus services are provided under contract to Public Transport Victoria/Department of Transport (PTV/DOT), and bus operators are obliged to comply with Department of Education's 'School Bus Program Policies and Procedures' January 2016.

Under the contracts with PTV/DOT, operators are required under item 5.1.7 of Schedule 2 to:

ensure that all Drivers, on the completion of each morning and afternoon trip, inspect the interior of the Contract Bus to confirm that all passengers have departed the Contract Bus.

Further, DET's school bus policy requires at page 28:

Drivers on the completion of the bus service should inspect the vehicle interior to ensure that all students have departed the vehicle. The vehicle inspection is a critical task and should be completed prior to departing the school after the am service and prior to garaging the vehicle after the last stop on the pm service. Drivers should refer to training and instruction from bus operators on the method for completing this inspection.

(The NCLB Duty)

Failure to ensure that drivers perform the NCLB Duty after each and every school service, morning and afternoon, can result in the issue of a show cause notice to us, and possible termination of our school bus service contract.

How we achieve these requirements

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Introduction

Whilst critical, the performance on the NCLB Duty becomes just another risk that operators must manage.

It is important that we communicate to drivers that this Duty exists, and that we train drivers on the procedures to ensure this Duty is performed, each and every time.

This significant risk is also included in our Risk Register, to ensure it is regularly reviewed.

Communication that duty exists

The manager of the service and any other officer of the company inducting drivers will communicate the NCLB Duty to any new driver.

In addition, relief drivers will be made aware of the NCLB Duty before they commence driving for each period of engagement.

Training in respect of the NCLB Duty

All drivers will be trained in how to conduct a post service vehicle interior inspection as required under the School Bus Services Contract and School Bus Program Policy, to ensure all passengers have departed the vehicle.

Who?

This training will include all full-time drivers, and any casual or relief drivers.

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When?

Training will be delivered and completed during induction of each employee. (The words “No Child Left on the Bus (NCLB) Duty and DET School Bus Policy” have been incorporated into the “New Bus Driver Induction Training Record”

For our regular drivers, refresher training will be provided and completed at yearly intervals.

Any relief drivers will receive refresher training in the NCLB Duty at yearly intervals.

What?

We will train our drivers in our electronic system for recording post-service interior inspections. This training will cover the NCLB requirement and background, how and when to do the required bus inspections, and how to record that the inspection has been completed. The requirements are listed at the start of this Statement and Policy Document.

The driver will be trained in what to do - fully walk and inspect the bus for any children still on board. In order to meet the requirements under the SBSC and the DET Policy, such inspection needs to be done by the driver prior to departing the school after the am service

and prior to garaging the vehicle after the last stop on the pm service, either whilst at the last stop after the children have left the bus or the nearest safe spot after the last stop.

Each driver will then use the electronic recording device before leaving the bus, to record the fact that the driver has inspected the bus for any passengers remaining on the bus.

NCLB Duty training will be recorded on the “No Child Left on the Bus (NCLB) Duty Training Record MIS 2.9.3.a”, and this will be signed by the driver to confirm that the training has been received

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Investigation and breach of NCLB Duty

Upon becoming aware of a failure of a driver to perform his or her NCLB Duty, the manager of the service and any other officer of the company will investigate the entire circumstances of the incident, including the driver's actions, formally recording what happened in an incident report. In respect of the bus driver, we will follow our disciplinary procedures where that is justified.

Depending on the circumstances and where warranted, this may result in immediate termination of employment or a formal written warning to the employee that if this happens again they will be terminated.

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