



Document Revision Record

Document Name: Statement and Policy re No Child Left on the Bus (NCLB)
Duty for DET Special School Buses

Document Number: MIS 2.5.3b

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 2023	July 2024	No Change	V1
Ron Bria	July 2024	July 2025	No Change	V1
Lynette Dineen-Bria	March 2025	July 2025	Updated refresher training interval	V2

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Feb 2020	MIS 2.5.3b	V2	Jul 2025	People Safety Manager



Statement and Policy re No Child Left on the Bus (NCLB) Duty for DET Special School Buses

Requirements

Special school bus services are provided under contract to the Department of Education and Training (DET), and bus operators are obliged to comply with Department of Education's 'Students with Disabilities Transport Program Policies and Procedures' June 2018 ('SDTP').

Under the contracts with DET, operators are required under item 2.4 of the contract Deed of Variation to:

ensure the Driver utilises the Electronic Student Manifest System to record the movement of Students onto and off the Contract Bus and whether there are any students on the Contract Bus after carrying out the Approved Service (each morning and afternoon), and otherwise complies with DEECD Policy with regard to the use of the Electronic Student Manifest System.

Under item 2.5 operators are also required to:

ensure the Supervisor utilises the Electronic Student Manifest System to record the movement of Students onto and off the Contract Bus in carrying out the Approved Service and otherwise complies with DEECD Policy with regard to the use of the Electronic Student Manifest System.

Further, STDP Policies and Procedures at pages 21 and 25 requires operators to ensure that:

Bus staff providing the SDTP services receive the appropriate training and guidance to utilise the electronic student manifest and electronic scanning device correctly,

and

Supervisors are to be aware that bus drivers must ensure all students have exited the vehicle prior to leaving the school following the morning service and prior to returning to the garage location following the afternoon service. A physical walk through of the bus interior must be completed in both the morning and afternoon and the fitted card reader must be scanned.

Document issue Date	Document Number	Revision Number	Review Date	Owner
Feb 2020	MIS 2.5.3b	V2	Jul 2025	People Safety Manager



(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 special school bus service contract.

How we achieve these requirements

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 that 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 the 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.

Document issue Date	Document Number	Revision Number	Review Date	Owner
Feb 2020	MIS 2.5.3b	V2	Jul 2025	People Safety Manager



We have also added an additional check our drivers must complete an electronic declaration at the end of each shift stating

1. I understand that it is my total responsibility and liability to ensure that my bus is clear of passengers.
2. I have thoroughly checked and declare that my bus is clear of passengers.

There will be a daily check to ensure all responsible bus safety works are completing this task daily.

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 Special School Bus Service Contract and SDTP Policy and Procedures to ensure all passengers have departed the vehicle.

Who?

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

When?

Training will be delivered and completed during induction of each employee. (The words “No Child Left on the Bus (NCLB) Duty and DET Special 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 yearly.

Document issue Date	Document Number	Revision Number	Review Date	Owner
Feb 2020	MIS 2.5.3b	V2	Jul 2025	People Safety Manager

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

What?

We will train our drivers in using our electronic manifest system to record the movement of students onto and off the Contract Bus and to record post-service interior inspections.

This training will cover the NCLB requirement and background, how to use the electronic manifest, 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.

In order to meet the requirements under the Contract, Deed of Variation, and SDTP Policy, a physical walk through of the bus interior to the internal rear of the bus must be completed prior to leaving the school following the morning service and prior to returning to the garage location following the afternoon service to ensure that the vehicle is clear of students and property, and a fitted card reader (or similar) must be scanned to electronically record that the visual inspection has been completed.

When the fitted card reader has been scanned, the electronic student manifest device will record that the bus is cleared of students and property, enabling the bus staff to continue to their next destination.

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

Document issue Date	Document Number	Revision Number	Review Date	Owner
Feb 2020	MIS 2.5.3b	V2	Jul 2025	People Safety Manager



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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