



Registered bus operator Risk Register

CASEY TECH SCHOOL

Approved by: Kim Bruce

Date Reviewed: 26/02/2026

Next Review Date: 26/11/2026

| Risk Title & Description | Risk Causes & Consequences | Existing Controls | Risk Assessment | | | New risk management strategies | Who is responsible? | Completion date |
|--|--|--|------------------|-----------------|-------------|--|------------------------|-------------------------------|
| | | | Risk Consequence | Risk Likelihood | Risk Rating | | | |
| <p>1. Vehicle suitability</p> <p>There is a risk that the bus provided is not suitable for transporting partner school students safely (e.g. mechanical issues, insufficient capacity, accessibility limitations).</p> | <p>Causes</p> <ul style="list-style-type: none"> - Bus operator allocates an unroadworthy or poorly maintained vehicle - Incorrect vehicle size or capacity booked - Lack of seatbelts or required safety features - Accessibility needs of students not met (e.g. mobility needs, equipment) <p>Consequences</p> <ul style="list-style-type: none"> - Injury to passengers or driver - Delayed arrival impacting CTS program schedule - Reputational damage to Casey Tech School | <ol style="list-style-type: none"> 1. Reputable, accredited bus operators used (Ventura) 2. CTS administrative checks that operator holds required accreditation and insurance 3. Confirmation of passenger numbers and equipment prior to booking 4. Partner school maintains duty of care and supervision on board | Major | Unlikely | Medium | <ol style="list-style-type: none"> 1. Require operator to provide evidence of compliance & accreditation annually | Operations Coordinator | Beginning of each school year |

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| <p>2. Driver fitness / behaviour</p> <p>There is a risk the bus driver puts the safety of passengers at risk</p> | <p>Causes</p> <ul style="list-style-type: none"> - Driver fatigue or impairment - Inadequate training or poor driving history - Unsafe or inappropriate behaviour (speeding, harsh braking, road rage) - Failure to follow road laws or school transport standards <p>Consequences</p> <ul style="list-style-type: none"> - Collision or near-misses causing injury - Distress among students - Complaints or reputational damage to CTS - Program disruption due to delays - Duty-of-care concerns for partner schools | <ol style="list-style-type: none"> 1. Operator required to employ accredited, licensed drivers 2. Partner school teachers supervise behaviour of students on board 3. CTS retains ability to report unsafe conduct to the operator immediately 4. Operator required to comply with Victorian Commercial Passenger Vehicle requirements | <p>Major</p> | <p>Possible</p> | <p>High</p> | <ol style="list-style-type: none"> 1. Require operator to confirm that all drivers meet fatigue management requirements 2. Establish an incident reporting protocol for partner school teachers | <p>Operations Coordinator Director/Head of Programs</p> | <p>Term 1, 2026 Term 1, 2026</p> |
| <p>3. Environmental conditions</p> <p>There is a risk that road conditions change or are</p> | <p>Causes</p> <ul style="list-style-type: none"> - Wet weather conditions - Ice, snow, fog | <ol style="list-style-type: none"> 1. CTS adjusts schedules where possible during high-risk weather days 2. Partner schools supervise and | <p>Moderate</p> | <p>Possible</p> | <p>Medium</p> | <ol style="list-style-type: none"> 1. Develop a communication plan for delays/cancellations (partner school + CTS) | <p>Operations Coordinator / Head of Programs / Director</p> | <p>Term 1, 2026</p> |

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| not favourable to safe driving | <ul style="list-style-type: none"> - Unaware of weather conditions - Bushfire - Congested roads - Steep or windy roads - Unpaved or narrow roads - Kangaroos or other animals <p>Consequences</p> <ul style="list-style-type: none"> - Collision, injury or breakdown - Delayed arrival or cancellation of programs - Stress or confusion for students and partner school staff - Additional logistical and scheduling impacts for CTS | <p>manage student behaviour</p> <p>3. Flexibility in program timing when conditions require delays</p> | | | | | | |
| 4.Operating environment | <p>Causes</p> <ul style="list-style-type: none"> - Students moving around the bus or not wearing | <p>1. Partner school teachers supervise behaviour and</p> | Moderate | Unlikely | <p>Medium</p> <p>Low</p> | <p>1. Review CTS pickup / drop-off zones annually for safety</p> | <p>Operations Coordinator Head of Programs / Director</p> | <p>Term 4, annually Term 1, 2026</p> |

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| <p>There is the risk of injury to the bus driver or passengers</p> | <p>seatbelts (if fitted)</p> <ul style="list-style-type: none"> - Sudden braking or swerving - Poor emergency preparedness - Loose equipment or bags - Lack of clarity around roles (partner school maintains duty of care, CTS oversees logistics) <p>Consequences</p> <ul style="list-style-type: none"> - Minor or major injuries to students or driver - Escalation of behaviour or panic during an incident - Complaints or reputational harm to CTS - Disruption to programs - Insurance implications | <p>enforce seatbelt use</p> <ol style="list-style-type: none"> 2. CTS provides arrival / departure instructions to partner schools 3. CTS ensures bus pick-up / drop-off zones are safe and compliant | | | | <ol style="list-style-type: none"> 2. Update CTS induction materials to include bus safety expectations | | |
| <p>5. Bus Operator Failure</p> | <p>Causes</p> <ul style="list-style-type: none"> - No bus available due to fleet issues | <ol style="list-style-type: none"> 1. CTS uses approved and reputable bus operator | <p>Major Moderate</p> | <p>Possible</p> | <p>High Medium</p> | <ol style="list-style-type: none"> 1. Develop a CTS Transport Escalation Procedure for | <p>Operations Coordinator</p> | <p>Term 1, 2026</p> |

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| <p>There is a risk that the bus operator fails to arrive on time or at all.</p> | <ul style="list-style-type: none"> - Delays from previous jobs - Staffing shortages - Mismanagement by the operator <p>Consequences</p> <ul style="list-style-type: none"> - Program timing disrupted - Students and teachers waiting longer than planned - Partner school duty of care extended without preparation - CTS reputation for organisation impacted - Safety concerns from students waiting roadside or at school entry points | <ol style="list-style-type: none"> 2. Confirmations obtained via email for all bookings (time, address, capacity) 3. Partner school teachers remain with students and retain duty of care in the event of delays 4. CTS schedules buffer time where possible 5. CTS maintains contact numbers for operators and drivers 6. Incident reporting to operator management when failures occur | | | | <p>delays/no-shows</p> | | |
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