



# NSW Bus Operator Accreditation Annual Self Assessment Report (ASAR)

## Important information

This Self Assessment must be completed and signed by one of the following:

1. **Accreditation held by an individual** -The person whose name the accreditation is held in;
2. **Accreditation held by a group or partnership** - Any one of the people whose name the accreditation is held in;
3. **Accreditation held by an incorporated association or corporation** - A Designated Manager or Director (as nominated in the accreditation).

Operators must advise Roads and Maritime Services of any aspect of their operation which does not comply with the conditions of the Accreditation as set out in the Bus Operator Accreditation Package. If you declare that you are not compliant in any area, Roads and Maritime may provide information to assist you in meeting the relevant requirements. If you fail to declare a non-compliance and a subsequent investigation or audit determines that you are not compliant, serious penalties in relation to your accreditation, including suspension, cancellation or prosecution may apply.

## Notice to Accredited Bus Operators

1. It is an offence under clause 90 of the *Passenger Transport (General) Regulation 2017* for an operator not to submit the ASAR audit by the date it is due. *Maximum penalty \$550.00.*
2. It is an offence under section 161 of the *Passenger Transport Act 2014* to provide Roads and Maritime Services with any information you know to be false or misleading. *Maximum penalty \$2200.*
3. A copy of the completed and signed ASAR must be retained in your records for auditing purposes.

### Part A - Accreditation Details *(complete your accreditation details)*

#### 1. Your details

Name accreditation held in

Accreditation number

Postal Address

Postcode

Street address

Postcode

Depot address

Postcode

Telephone number

Mobile number

Fax number

Email address

#### 2. Accreditation type

Regular Passenger Service

Long Distance Tourist or Charter

Number of buses approved to operate

Number of buses operating at time of ASAR

Please list the registration numbers of all buses operated under this accreditation *(Please use an additional sheet if required)*


#### 3. Do you hold any other accreditation?

Yes  **▶ if yes, give details below**

No


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## Part B - Incorporated Association or Corporation Details *(this section to be completed if Accreditation is held by an incorporated association or corporation only)*

1. Has a Designated Manager or Director changed in the previous 12 months?

Yes  if yes, give details below

No

New Designated Manager/Director

New Manager/Director's position in Association/Corporation

2. Have there been any charges or pending charges against the association/corporation or the nominated director(s)/managers for any criminal or corporate offences within the last 12 months?

Yes  if yes, give details below

No

  
  


3. Has there been, or are there currently, any bankruptcy, insolvency or winding-up proceeding(s) brought against the association/corporation or the nominated director(s)/manager within the last 12 months?

Yes  if yes, give details below

No

  
  


4. Has either the association/corporation or the nominated Director(s)/Manager(s) been associated with any other entity subject to bankruptcy, insolvency or winding-up proceedings within the last 12 months?

Yes  if yes, give details below

No

  
  


## Part C - Individual(s) Details *(To be completed if the Accreditation is held by one or more individuals)*

1. Have there been any charges or pending charges against you for any criminal or corporate offences within the last 12 months?

Yes  if yes, give details below

No

  
  


2. Have you been involved in bankruptcy, insolvency or winding-up proceedings, either against you personally, or as the director of a company, within the previous 12 months?

Yes  if yes, give details below

No

  
  


## Part D - ASAR Operator Accreditation Check

A response must be provided to all questions and comment boxes. Refer to the [guide](http://rms.nsw.gov.au/buses) at [rms.nsw.gov.au/buses](http://rms.nsw.gov.au/buses) for further information.

1. Operating Requirements

a) Do you currently have a Management Information System (MIS) including records of the following:

i) Third Party Property Insurance policies for each bus (minimum of \$5 million cover per bus)?

Yes

No

ii) A fleet register

Yes

No

iii) A complaints register

Yes

No

b) Do you currently monitor drivers appropriately which includes:

i) Records of each driver including the following:

1. Drivers name and residential address

Yes

No

2. Driver authority numbers and expiry dates

Yes

No

3. Driver licence numbers and expiry dates

Yes

No

4. Dates and times during which drivers drove

Yes

No

ii) Please describe the process you undertake to ensure that all drivers are appropriately authorised and licensed, including the frequency that you check these details.

  
  


iii) What are the total number of kilometres travelled in the last financial year for all buses and coaches operated under this accreditation?

1. Buses and Coaches

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c) Does your company maintain procedures relating to bus safety and maintenance including:

i) Runaway bus procedures

1. Does your company have runaway bus procedures as per the Bus Operator Accreditation Package?

Yes

No

2. Have there been any runaway bus incidents in the past 12 months?

Yes

No

3. If you answered yes to the previous question, what changes have been made to the work practices to reduce the possibility of a recurrence?


ii) Safety Management System

1. Do you have a Safety Management System that is consistent with the published guidelines?

Yes

No  *if No, please complete section 6*

2. How have you improved your Safety Management System over the last 12 months?


3. If you operate services within the Kosciuszko National park during winter, have the relevant drivers completed a snow driver training course?

Yes

No

Not applicable

Please provide details


iii) Vehicle Maintenance Plan

1. Do you have a Vehicle Maintenance Plan consistent with the bus manufacturer's maintenance standards/specifications?

Yes

No  *if No, please complete section 6*

2. How have you used your HVIS and breakdown Records to evaluate whether the Vehicle Maintenance plan is effective?


iv) Do you have a vehicle incident defect and repair system?

Yes

No  *if No, please complete section 6*

1. Have you reviewed this system within the last year?

Yes

No

v) Has any safety critical maintenance been conducted by a non-licenced motor mechanic within the past 12 months?

Yes  *if Yes, please complete section 6*

No

1. If yes please describe what type of work was carried out


## 2. Drug and Alcohol Testing

a) Do you have a drug and Alcohol program compliant with the published guidelines?

Yes

No  *if No, please complete section 6*

b) Does your Drug and Alcohol Program specify Drug and Alcohol testing as necessary due to risks identified?

Yes

No

c) Have you conducted drug testing in the last 12 months?

Yes

No  *if no, please go to (d)*

*If yes:*

i) How many drug test have you conducted?

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ii) How many of these tests were randomly selected?

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iii) How many of these tests have been targeted drug tests?

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iv) How many of these tests have been post-incident drug tests?

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v) How many confirmed positive drug tests have there been in the last 12 months? *(based on a urine test by an approved laboratory, or a blood test)*

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vi) How many drivers have been subject to one or more drug tests in the last 12 months?

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vii) How many drivers have not been tested for drug use in the last 12 months?

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d) Have you conducted alcohol testing in the last 12 months?

Yes

No  *If no, go to (3)*

i) How many alcohol test have you conducted?

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ii) How many of these tests were randomly selected?

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iii) How many of these tests have been targeted breath tests?

iv) How many of these test have been post-incident breath tests?

v) How many confirmed positive alcohol test have been in the last 12 months? *(based on breath analysis conducted by NSW Police, or a urine/blood analysis indicating over .02 PCA)*

vi) How many drivers have been subject to one or more alcohol tests in the last 12 months?

vii) How many drivers have not been tested for alcohol use in the last 12 months?

e) Where you have recorded one or more confirmed positive tests, have you notified Roads and Maritime Services within 48 hours?

Yes

No  *if No, please complete section 6*

### 3. Vehicle Monitoring Devices (VMDs)

a) Do you operate buses that require a fitted VMD?

Yes

No

b) If yes, what steps do you take to ensure that VMDs are operated in accordance with NSW Legislation?

  
  


### 4. Speed Limiter Devices

If required (refer to Clause 56 of the *Road Transport (General) Regulation 2013* for information) are all buses fitted with speed limiter devices working in accordance with Part 4, Division 2 of the *Road Transport (General) Regulation 2013*?

Yes

No  *if No, please complete section 6*

### 5. Incident Reporting

a) Do you have a procedure in place to notify Roads and Maritime Services and the Office of Transport Safety Investigation (OTSI) of notifiable incidents as stipulated under Clause 88 of the *Passenger Transport (General) Regulation 2017*?

Yes  *if Yes, please provide more information below*

No  *if No, go to Question 6*

  
  


b) Have you reported any notifiable incidents within the last 12 months?

Yes  *if Yes, please provide more information below*

No

*If yes, how many have you reported?*

*If yes, how have you reviewed your risk register based on these notifiable incidents within the past 12 months?*

  
  


### 6. Additional Information

Where you have answered a 'no' to any item you are legally required to have, please provide details as to the nature of the non-compliance and any extenuating circumstances:

  
  
  
  
  
  
  
  


*If required, please attach another sheet.*

## Part E - Defect Notices

1. Have you been issued with any Major Defect Notices and/or Major Grounded Defect Notices within the last 12 months (issued by either NSW Police or Roads and Maritime)?

Yes

No

*(Please note: you are also required to provide copies of Major defects and Major Grounded defects issued by Roads and Maritime Services if requested)*

a) How many Major Defect Notices have you been issued in the past 12 months?

b) How many Major Grounded Defect notices have you been issued in the past 12 months?

## Part F - Privacy Statement

Roads and Maritime Services collects and holds your personal information for the purposes of determining whether or not you continue to meet the requirements for accreditation as a bus operator under the *Passenger Transport Act 1990*, *Passenger Transport Act 2014*, and *Passenger Transport (General) Regulation 2017*. You are required to provide this information to demonstrate that you continue to satisfy the purposes of accreditation otherwise Roads and Maritime Services may vary, suspend or cancel your accreditation. Failure to provide this information may also be a contravention of the Regulations.

Roads and Maritime Services may retain and use this information for driver licensing, road transport or road safety purposes. If required Roads and Maritime Services may provide your personal information to the Australian Taxation Office, the Department of Immigration and Citizenship, the Office of Transport Safety (OTSI), the National Heavy Vehicle Regulator, and/or Transport for NSW.

Roads and Maritime Services may obtain information from Australian law enforcement agencies and from Roads and Maritime Services' other driver licensing and/or vehicle registers required to be kept under the Road Transport Law to verify or check any criminal history and/or driving record.

You have a right to request access to the information collected by contacting the Information Privacy Unit via "privacy@transport.nsw.gov.au".

## Part G - Declaration

I hereby declare Parts A - G inclusive on this form have been read by me and understood. The answers given to the questions in this self assessment are, to the best of my knowledge, true, correct and accurate in every detail. I have listed all details of charges pending or proven offences against myself or the association/corporation for which I hold representation.

I understand that I must advise Roads and Maritime Services of any aspect of my operation which does not comply with the conditions of the Accreditation as set out in the Bus Operator Accreditation Package. Should I declare that a non-compliance in any area, Roads and Maritime may provide me with information to assist in meeting the relevant requirements. If I should fail to declare a non-compliance and a subsequent investigation or audit determines that a non-compliance, serious penalties may apply in relation to my accreditation, including suspension, cancellation or prosecution.

I understand failure to comply with all the relevant Acts and Regulations governing the operation of public passenger services, the obligations of accredited bus operators outlined in the Bus Operators Accreditation Package Section 2 and any additional requirements which may be imposed by Roads and Maritime from time to time may result in the immediate cancellation, suspension or variation of the accreditation.

I consent to the disclosure, by Roads and Maritime Services, of information needed to verify the details I have given in this self assessment, including a check and release of any criminal convictions or charges recorded against my name and kept by any enforcement agency in any country.

I acknowledge any information obtained as part of this process may be required by Australian Police Services for law enforcement purposes including the investigation of any outstanding criminal offences. Further, I give authority for Roads and Maritime Services to obtain details of any matters, which may be relevant to this self assessment, or during the currency of the accreditation, relevant to the suspension, cancellation or for any audit or review of the accreditation.

Signature

Name (*print*)

Date

day	/	month	/	year
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## Part H - Lodgement Details

### Lodgement details

**By email:** Scan this form and email to schemereview@rms.nsw.gov.au

**By fax:** 02 8874 6085

**By mail:** Scheme Review  
PO Box 73,  
Glen Innes NSW 2370

### ASAR enquiries

**By phone:** 02 6732 9101