

# **Transport NSW**

## **Notification of Incidents and Accidents**

**(applicable to all bus operators)**

### **Accreditation and Safety Notice Number 1/05**

#### **Reporting Procedures for Bus Incidents and Accidents**

Accreditation issued in accordance with the *Passenger Transport Act 1990* requires bus operators to immediately notify the Office of Transport Safety Investigation (OTSI) of any accident or incident that involved or resulted in any one or more of the following:

- (i) a person being injured,
- (ii) the driver of the bus being incapacitated,
- (iii) a mechanical or electrical fire or an explosion on the bus,
- (iv) a failure of the steering or brakes of the bus,
- (v) a bus being in motion while not under the effective control of a driver,
- (vi) a bus being unable to continue its journey,
- (vii) a person being caught in the doors of the bus and being dragged by the bus.

Operators must also similarly advise OTSI of any accident or incident involving a bus where the accident or incident is, in the reasonable opinion of the operator of the service, otherwise likely to arouse serious public concern.

OTSI has a duty officer rostered on call 24 hours a day to receive details of any incidents or accidents involving NSW transport operators.

The OTSI Duty Officer can be contacted through the duty pager. Reports are to be lodged through telephone number:

**1800 677 766**

Upon being paged, the OTSI Duty Officer will call the reporter back to obtain further details from the caller regarding the incident or accident. At this time OTSI may request general details relating to time, location, injuries sustained etc. OTSI may then elect to conduct a safety investigation into the accident or incident based upon the available information.

Furthermore, Transport NSW (TNSW) must be informed by the bus operator within three days, via the Bus Incident Application, of any accident or incident that involved or resulted in any one or more of the following:

- (a) a person being injured,
- (b) the bus being prevented from continuing its journey,
- (c) in the reasonable opinion of the operator of the service, likely to arouse serious public concern.

September, 2009

# OTSI 72 Hour Report



## Preparation of Bus Inquiry Reports

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The Office of Transport Safety Investigation (OTSI) commenced operations on 1 January 2004. It is an operationally separate division contained within the NSW Independent Transport Safety and Reliability Regulator (ITSRR) and is the prime agency within NSW for transport safety investigations into bus, rail and ferry accidents. *Section 46 of the Passenger Transport Act 1990* governs the legislative powers of the Independent Transport Safety and Reliability Regulator (ITSRR) in relation to bus and ferry accidents.

The objective of the OTSI is the enhancement of transport safety. It does not apportion blame or determine liability.

Based on the initial notification report, the OTSI may request the operator to prepare a report containing additional factual information. This report is called a 72-Hour Report and should be submitted ***within 72 hours*** of the request. This brief report should include any immediate safety actions identified to minimise consequences or prevent further similar incidents.

As an example, investigation activities such as preliminary interviews with key parties and initial technical examinations would have been conducted within this timeframe and details included in the 72-Hour Report.

Upon receipt of a 72-Hour Report, the OTSI will review the report's contents and may take one of the following actions:

1. Where the OTSI considers the report has identified and addressed key safety issues, the OTSI will not take any further action, but may provide comment on the quality and contents of the report. The accredited person is at liberty to treat this report as an interim report if further internal inquiry is seen as desirable.
2. Where the OTSI considers that further investigation is warranted but considers that an inquiry under Section 46 is not necessary, the OTSI may direct the accredited person to complete the necessary inquiries and may seek to be provided with a copy of the final investigation report.
3. Where the OTSI considers that the issues identified in the report are sufficiently serious to warrant in-depth inquiry, the OTSI may direct the accredited person to conduct a detailed investigation or will commence an OTSI investigation under Section 46B of the Passenger Transport Act.

A copy of the draft 72-Hour Report template is attached for reference.

# 72 Hour Bus Incident Investigation Report

## Incident Details

<b>Incident date &amp; time</b>		<b>Reference no.</b>	
<b>Incident location</b>			
<b>Weather Conditions</b>			

### Brief incident description:

## Operator Details

<b>Operator/s involved</b>		<b>Operator reporting</b>	
<b>Accreditation number/s</b>		<b>Regular Passenger Service</b> <input type="checkbox"/>	<b>Charter Service</b> <input type="checkbox"/>

## Vehicle Details

<b>Registration Number</b>		<b>Vehicle manufacturer</b>	
<b>Vehicle model</b>		<b>Age</b>	<b>Depot</b>
<b>Number of passengers aboard at time of incident/accident</b>			

## Police / OTSI Details

<b>Police notified</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Police attendance</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Police Officer name</b>		<b>Police Contact Number</b>	
<b>Police Station</b>		<b>Police Event Number</b>	
<b>OTSI notified (1800 - 677 - 766)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>OTSI Contact Person</b>	
<b>Date OTSI notified</b>		<b>Time OTSI notified</b>	

## School Children Details

<b>School children aboard</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Name of school/s</b>	
<b>No. of students aboard</b>		<b>No. of students injured</b>	

## Injured Passenger Details

Name	Contact Number	Injury Type

<b>Investigation Facts:</b> <ul style="list-style-type: none"> <li>▪ Record the key events and actions, leading up to and those which occurred as a result of the incident/accident, in chronological order.</li> <li>▪ Include the time of the event or action.</li> </ul>		
1		
2		
3		
4		
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6		
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8		
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11		
12		
13		
14		
15		
<b>What actions were taken to prevent the situation from becoming worse.</b> (Remedial action at time of incident) eg Secure the site, diverted traffic	<b>Action by:</b>	<b>Date</b>
1.		
2.		
3		
4		
5		
<b>What measures have been or are being taken to prevent recurrence of similar incidents in the future.</b> (Preventative action) eg new technology installed on fleet	<b>Action by:</b>	<b>Date</b>
1.		
2.		
3		
4		
5		
<b>PLEASE EMAIL / FAX REPORT TO OTSI WITHIN 72 HOURS OF REQUEST:</b> Email: <a href="mailto:transport.safety@otsi.nsw.gov.au">transport.safety@otsi.nsw.gov.au</a> or Fax: (02) 9322 9299		
Report prepared by: <input type="text"/>	Report forwarded by: <input type="text"/>	
Name: <input type="text"/>	Name: <input type="text"/>	
Date: <input type="text"/>	Date: <input type="text"/>	
Phone: <input type="text"/>	Phone: <input type="text"/>	