

<b>Policy title</b>	Rural School Bus Routes And Bus Stops
<b>Responsible manager(s)</b>	Divisional Manager, Technical Services
<b>Contact officer(s)</b>	Traffic Officer
<b>Directorate</b>	Infrastructure Services
<b>Approval date</b>	11 October 2022
<b>Outcome area</b>	4 Our connected community through reliable and safe infrastructure networks
<b>Strategy</b>	4.1 Provide integrated and active transport networks to enable a connected and accessible Eurobodalla
<b>Delivery Program link</b>	4.1.1 Plan for an integrated and active local transport network, guided by the NSW Government's Future Transport 2056 Strategy
<b>Operational Plan link</b>	4.1.1.2 Provide traffic management planning

### Purpose

Eurobodalla Shire Council's policy was developed to provide Council with the means to consistently and objectively assess requests for rural school bus routes and bus stops. Council is defined as a Roads Authority under the *Roads Act 1993*. This policy assists Council with the location, design and operation of school bus routes and bus stops in rural areas. It will provide a risk orientated approach to the approval and provision of road related infrastructure associated with rural school bus services (bus routes, bus stops and bus bays).

### Policy aims

- Promote an integrated framework for dealing with rural school bus routes and bus stops.
- Ensure consistency and fairness in the manner in which the Council deals with road related infrastructure.
- Ensure compliance with legislative requirements under the *Roads Act 1993*.
- Promote awareness of the requirements of the *Act* with respect to school bus routes and bus stops in rural areas.
- Take such steps as are appropriate to ensure a risk orientated approach is taken in approving provision of road related infrastructure.
- Make the Council's policies and requirements for rural school bus routes and bus stops readily accessible and understandable to the public.

### Policy details

<b>1</b>	<p><b>Application</b></p> <p>This policy has been prepared to ensure the location, design and operation of school bus routes and stops in rural areas are determined, assessed and approved in a consistent manner.</p>
<b>2</b>	<p><b>Legislation</b></p> <p>This policy ensures Eurobodalla Shire Council's compliance with the <i>Roads Act 1993</i> and the <i>Passenger Transport Act 2014</i> and the <i>Passenger Transport (Bus Services) Regulation 2007</i>. The Regulation informs that the Roads Authority is the sole body for the approval of the location of all designated bus stops and zones within its jurisdiction.</p> <p>Council is defined as a Roads Authority under the <i>Roads Act 1993</i> and has a responsibility with the associated <i>Passenger Transport (Bus Services) Regulation 2007</i>.</p>

Council is the relevant Roads Authority for local and unclassified regional roads.

## Implementation

Requirements		Responsibility
1	<p><b>Code of Practice</b></p> <p>This policy will be implemented by following Council's Rural School Bus Routes and Bus Stops Code of Practice, which specifies in detail the plan, procedures and matters to be considered.</p>	Council officers
2	<p><b>Implementation requirement</b></p> <p>In NSW, the approval for bus stop locations is regulated by the <i>Passenger Transport (Bus Services) Regulation 2007, Section 104</i>.</p> <p>The Regulation states that the roads authority is the sole approval body for the location of all school bus stops, rural or otherwise, within their jurisdiction. Council is the relevant road authority for local and unclassified regional roads.</p>	Council Regulation Council
3	<p><b>Implementation requirement</b></p> <p>It is the responsibility of the roads authority to assess rural school bus routes and bus stops and where appropriate approve those routes and stops for use, after consultation with the Local Traffic Committee.</p> <p>In determining the suitability of a route, Council and the Local Traffic Committee should consider the route's proposed use, the ability for the bus to manoeuvre and where required, to turn around.</p> <p>It is recommended that approval be given for the largest bus that can be used on the route, rather than just the bus proposed by the applicant. This will allow the operator greater flexibility in the determination of the vehicle to be used on any particular day.</p>	Council Officers Traffic Committee
4	<p><b>Responsibilities</b></p> <p><i>Roads Authority:</i> The assessment and approval of a new rural school bus route or the extension of an existing route is the responsibility of the local roads authority and in most cases, this will be the local Council.</p> <p><i>Bus Operator:</i> Bus operators must ensure that they obtain approval for all routes and stops from the local roads authority prior to lodging an application for funding with the Ministry of Transport.</p> <p><i>NSW Ministry of Transport:</i> The Ministry of Transport is responsible for the funding of the school bus system. The Ministry contracts individual bus operators to provide services in both rural and non-rural locations for the purpose of school transport. After an assessment is finalised, advice on the matter should be conveyed to the NSW Ministry of Transport. This will enable the Ministry to decide the best option for a proposed service.</p> <p><i>Parental:</i> It is the parents or guardians' responsibility to ensure that their child gets to and from the bus stop safely.</p>	Council Officers Bus Operator Ministry of Transport Parents/ Guardians
5	<p><b>Staff</b></p> <p>Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.</p>	Council officers

<b>6</b>	<b>Concerns</b> Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council officers
<b>7</b>	<b>Consultation</b> Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Public submissions regarding this policy are invited for consideration during the exhibition period.	As applicable

### Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary when legislation requires it; or Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages Rural School Bus Routes and Bus Stops.

The policy may be revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council revokes it sooner.

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Delivery Program/ Operational Plan outcomes achieved	Council reporting
Concerns or complaints registered	Council records
Customer feedback, survey responses	Surveys
Internal or external review	Audit

### Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

#### *Related legislation and policies*

Name	Link
<i>Code of Practice – Rural Buses</i>	<a href="https://www.esc.nsw.gov.au/_data/assets/pdf_file/0011/138737/Rural-School-Bus-Routes-and-Bus-Stops-Code-v2.pdf">https://www.esc.nsw.gov.au/_data/assets/pdf_file/0011/138737/Rural-School-Bus-Routes-and-Bus-Stops-Code-v2.pdf</a>
<i>Local Government Act 1993</i>	<a href="https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030">https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030</a>
<i>Roads Act 1993</i>	<a href="https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-1993-033">https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-1993-033</a>
<i>Passenger Transport Act 2014</i>	<a href="http://www.legislation.nsw.gov.au/~view/act/2014/46/full">www.legislation.nsw.gov.au/~view/act/2014/46/full</a>
<i>Passenger Transport Regulation 2007</i>	<a href="https://legislation.nsw.gov.au/view/html/inforce/current/sl-2007-0421">https://legislation.nsw.gov.au/view/html/inforce/current/sl-2007-0421</a>
<i>Road Rules (NSW)</i>	<a href="http://www.legislation.nsw.gov.au/#/view/regulation/2014/758">www.legislation.nsw.gov.au/#/view/regulation/2014/758</a>

*Related external references*

Name	Link
Office of Local Government	<a href="http://www.olg.nsw.gov.au">www.olg.nsw.gov.au</a>
NSW Guide to Appointed School Bus Stops 2019	<a href="https://roadsafety.transport.nsw.gov.au/downloads/appointed-school-bus-stop-guide.pdf#:~:text=In%20December%202016%2C%20NSW%20Centre%20for%20Road%20Safety,NSW%20%28TfNSW%29%20and%20Roads%20and%20Maritime%20Services%20%28RMS%29.">https://roadsafety.transport.nsw.gov.au/downloads/appointed-school-bus-stop-guide.pdf#:~:text=In%20December%202016%2C%20NSW%20Centre%20for%20Road%20Safety,NSW%20%28TfNSW%29%20and%20Roads%20and%20Maritime%20Services%20%28RMS%29.</a>
RMS Traffic Signs Database	<a href="http://www.rms.nsw.gov.au/cgi-bin/index.cgi?action=searchtrafficsigns.form">www.rms.nsw.gov.au/cgi-bin/index.cgi?action=searchtrafficsigns.form</a>

*Change history*

Version	Approval date	Approved by	Minute	File No	Change
1	26 Jul 2011	Council	11/176	E05.9595	Policy updated & retained (O11/150)
2	10 Sep 2013	Council	13/272	E13.7095	Reviewed and updated (start of new Council term)
3	26 Sep 2017	Council	17/317	E16.0297 E06.0375	Reviewed and updated (start of new Council term)
4	11 Oct 2022	Council	22/265	S004-T00060	Reviewed and updated (start of new Council term) Report GMR22/099

*Internal use*

Responsible officer	Director Infrastructure Services		Approved by	Council	
Minute	22/265	Report	GMR22/099	Effective date	11 Oct 2022
File	S004-T00060	Review date	11 Oct 2022	Pages	4