

BMCC COMMUNITY ACCESS BUS

Tuesday and Thursday 10.00 am – 3.00 pm

Phone 4759 3260 Fax 4759 2444

31 Hay St Lawson

PO Box 124 Lawson NSW 2783

www.smartlinktransport.org.au

info@smartlinktransport.org.au

INFORMATION for BMCC Community Access Bus Volunteer Drivers and Organisers

Your involvement with the BMCC Community Access Bus Service is highly valued by the service, groups and community. The following information may be new or a reminder. Hopefully it serves as a useful resource.

THE BOOKING OFFICER

Tuesday and Thursday 10.00 am -3.00pm

31 Hay St Lawson

Kaye 4759 3260

PO Box 124 Lawson NSW 2783

kayep@gct.org.au

It is the responsibility of the group to

Organise their own First Aid Kit for the trip, and have the bus returned to the depot with seat belts reconnected, floor swept inside and outside, surfaces clean, and vehicle fully refueled ready for the next group to use. No eating, smoking or drinking permitted in the bus.

It is the responsibility of the Driver to

- Possess a **valid BMCC Green Card** (notifying this office of licence renewal or changes to address, mobile /home phone numbers)
- Wear a high visibility/fluoro vest
- Possess an approved booking form
- Check in with the mechanic (Springwood) or the Store person (Katoomba) and return keys to same if they are still on duty. If you return after mechanic hours follow their previously arranged instructions.
- Start the bus log and visually inspect the vehicle before leaving the depot
- Treat the bus as if it is your 'precious' vehicle do not take the bus on rough roads or through scrub
- Reverse vehicle only with a person outside checking for obstacles
- Always start in 1st gear, that is whenever you are moving from stationary, however momentary. It is a manual gear shift and mechanical wear is greater than for a personal vehicle due to the numbers and range of experience of our drivers.
- Ensure passengers are wearing **seat belts**. Children weighing less than 26kg and under seven years of age CANNOT travel in the bus unless their restraint complies with RTA regulation
- Ensure any **luggage is secure** and all aisles are clear ratchet belt straps will be required as **bungee straps** are not considered appropriate and may be **dangerous**
- No eating, drinking, smoking on bus is permitted on the bus
- No picking up or setting down of passengers at commercial Bus Stops

Fatigue Management

Adhere to 'Standard Hours Option' (no more than 12 hours of driving in 24 hours) with trips more than 100km (as the crow flies) from depot, complete your personal Work Diary and post the Yellow copy to the office ASAP after your trip.

Diesel Refueling

- Handbrake on. Engine off. 1st gear in. Close windows (due to fumes & static)
- Upon getting out of vehicle avoid potential static problems- touch door handle facing away from fill point
- No smoking, check mobile phone is off
- Unscrew cap of fuel tank slowly and let pressure off slowly- especially in hot weather
- Fully refuel (mindful of an air lock where '1st click' may be 'under filling' for next group)
- Avoid fuel spills. If a spill occurs, immediately wash clothes, skin, and area with soapy water
- Avoid inhaling fumes
- Before entering vehicle, discharge potential static by touching a metal part of vehicle with a bare hand.

Evacuation Procedure [in case of Accident or Breakdown]

1. Pull Over to a safe suitable location. Delegate the following if you are unable to do it yourself

2. Access Situation. Check **1. Personal Safety 2. Injured Persons Safety 3. Other Passengers Safety**
3. Ring 000-Fire Brigade **1. Exact location including nearest cross street 2. Time & nature of emergency 3. Number & condition of casualties 4. Your contact number 5. Ask if you need to contact other emergency services**
4. Decide on emergency evacuation point from vehicle (the most accessible that does not create new risks)
5. Decide on Muster Area **1. Easily accessible 2. Least risky location 3. Does not create new risks**
6. Direct passengers to muster area. Evacuate all passengers that can relocate unaided to muster point
7. If **SAFE** assist others still in vehicle **1. Check for personal safety 2. Check for injured persons' safety**

Each vehicle is a **2005 TOYOTA COASTER**
 Registration **Katoomba** AF36GM

Height 2.8m To carry **15-20 passengers**
Springwood AF37GM

NOTE

These vehicles **DO NOT** have **E Tags**

As detailed on bus log

- Record any mechanical/driving difficulties or accidents in bus log on the day
- For problems that you consider require immediate attention (eg. tyres, brakes) contact the depot Fleet Foreman at **Katoomba Bus Depot** 4780 5321 **Springwood Bus Depot** 4723 5064
- In the event of any **breakdown**
 - During mechanic hours ring the above relevant depot number.
 - Outside working hours contact WARREN 0414 195 321
 - **For accident/emergency outside work hours, or if outside the Blue Mountains area contact Brian Davidson 0414 195 323**

The Group organizer is responsible for paying any tolls within 48 hours of travelling

The bus logs are processed after the 1st Wednesday of the Month at the Lawson Office.

Nearest Diesel Refueling Station

Katoomba Bus		Springwood Bus	
Medlow Bath & Katoomba	24 hours	Valley Heights BP	24 hours
Wentworth Falls Caltex	6.00 am – 10.00 pm	Winmalee	6.00 am – 10.00 pm

Lost Property

Please leave at depot and notify Bus Booking Officer who can phone previous group, and arrange collection.

If you drive for a specific group and would like to be considered for occasional other trips via our **Volunteer Driver Pool** please let the Booking Officer know. This excellent local community transport resource for not-for-profit community groups with low income members welcomes more drivers and groups.

Through Great Community Transport Inc as a Volunteer Bus Driver you are encouraged to attend the following half day training every three years; these include OH&S and First Aid and Low Risk Driving & Fatigue Management.

2012 timetable is as follows

Low Risk Driving

August 10th

Customer Service & Communication

September 7th

First Aid for Seniors [no certificate]

November 16th

Venue 99 Cox Avenue Kingswood

This is at no cost to you; however you do need to register with the Booking Officer at least 2 weeks in advance.

Thank you for your involvement in this service

Kaye

Access Bus Booking Office

Great Community Transport administering the BMCC Community Access Buses

August 2012