
Rangiora High School Board of Trustees



Rangiora High School Transport Network

Policies and Procedures Manual for Rangiora High School as the Fundholder School Board

April 2018

Compiled by
Solutions and Services Ltd

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1. Introduction

Rangiora High School (RHS) is a state secondary school that is the Fundholder for the Rangiora Schools Bus Group. This network was set up by the participating school boards to provide transport assistance, under section 139D (1) (a) of the Education Act 1989, to students who meet the Ministry of Education (MOE) eligibility criteria.

The RSBG is Directly Resourced in terms of a three year agreement (Funding Agreement for School transport Assistance – FASTA) between the MOE and the Fundholder School Board and the Network School Boards.

The network comprises 17 designated routes that are administered by the RSBG and overseen by the MOE School Transport Service. The MOE also assist with the bus contracting process as well as negotiations relating to the three yearly FASTA renewal and any route variations that may be required by the MOE.

In order to give maximum protection to all people using the bus network this handbook identifies procedures that must be observed by all personnel. These procedures will help to ensure sound management of the network. They will also provide assurance that the RSBG plans are being carried out and the operations comply with the relevant legislation.

This handbook includes copies of agreements and operating guidelines. For assistance with specific network administration issues, please contact the RSBG administrator in the first instance. For additional information relating to school transport there are links on the MOE's website.

The RSBG is responsible for ongoing maintenance and review of procedures in order to maintain effective controls. It is essential that key personnel, in association with the MOE School Transport Service and the Network School Boards, regularly review this handbook. This review should be at least annually to ensure it reflects the current situation and then minuted by all the Boards confirming policy, procedures and agreements are appropriate and reflect any changes that may have occurred. This will help ensure, as far as practicable, that the operation of the network is run in an orderly and efficient way. Additionally, all users of the network should be encouraged to provide suggestions for improvements in procedures.

The schools that are party to the FASTA are:

Rangiora High School

Ashley Primary School

St Joseph's Primary School

The most recent review date is that recorded in the page footer of this handbook.

2. Executive Summary

This handbook addresses the key obligations required for the sound management and control of the Rangiora School Bus Group (RSBG). It outlines the key responsibilities, accountabilities, systems and procedures that need to be implemented to mitigate the risk of personal harm to all users of the network and prevent financial and administration problems in the Fundholding School (TGHS), Network School Boards or the RSBG.

No organisation can completely guard against accidents. RHSRSBs actively maintaining its systems for managing health and safety and continues to focus on the prevention of harm.

Each Network School Board, as the “person conducting a business or undertaking” (PCBU), holds the primary duty of care so far as is reasonably practicable. The responsibility for the prevention of harm and the identification of health and safety risks cannot be delegated. However the RSBG accepts the day to day responsibility for the safety and monitoring requirements as expressed in Schedule 2 of the FASTA and will report annually to the Network School Boards as required.

Schools that are Directly Resourced have the following key obligations. It is emphasised that this list is not a detailed list of all tasks required to run an effective and efficient school bus operation:

- tendering
- network funding agreements
- compliance returns
- performance management
- accounting for shared funds and distributions
- managing route extensions and variations

The RSBG is accountable to the Network School Boards and will provide the required compliance reports for each bus contractor that show:

- quality of service
- driver performance
- professional development
- workplace safety
- vehicle details including CoF checks, age & maintenance
- current insurance cover including public liability
- complaints management

RHS will manage the shared funds in accordance with MOE guidelines. Audited figures will be compiled as part of the RHS end of year accounting/audit process and will be available as draft before 31 March and audited before 31 May in the year following the reporting period.

3. Bus Network Policy Statement

The Ministry of Education (MOE) and the Boards of Trustees of Rangiora High School Board of Trustees (the Fundholder School Board – the Board) and the Network School Boards have an agreement for assistance relating to the provision of school transport under section 139D(1)(a) of the Education Act 1989 (the Funding Agreement for School transport Assistance – FASTA).

The Network School Boards (including the Fundholder School Board) have set up and maintain the Rangiora School Bus Group (the network). The ongoing operation of the network will be in accordance with the written agreement between the members of the network.

In terms of existing arrangements, the Board believes it is responsible for the administration and control of the network on behalf of itself and the Network School Boards.

Controls and Procedures

The Board will ensure that controls and procedures are developed and maintained to enable the safe and effective conveyance of everyone using school buses operating as part of the network. These written controls and procedures are authorised by the Board and monitored as part of the Board's policy review programme (or any other term as detailed in the FASTA).

The controls and procedures will:

- Outline the Delegation of Authority to the RSBG Committee
- Ensure all bus operations within the network comply with current legislative requirements as referred to in Schedule 2 of the FASTA
- Ensure the management and reporting of funds meets current MOE and audit requirements.

Annual Financial Budget

The Board will liaise with the RSBG to ensure the timely preparation and authorisation of an effective and attainable annual financial budget.

The budget must ensure that the network meets current MOE requirements, complies with current legislation and is considered to be a 'going concern'.

The approved budget will form the basis of the Board's financial delegations to the RSBG Committee for income and expenditure during the ensuing year.

4. Safety and Monitoring Requirements

Under Schedule 2 of the Funding Agreement for School Transport Assistance (FASTA), all school Boards have safety and monitoring requirements as outlined below. All of these requirements are to be managed by the RSBG.

- 1 . All passenger service vehicles, whether owned, operated or contracted by any Board or a third party, used to transport students are compliant with licence, fitness, loading, registration and road user charge regulations as well as being in a safe and roadworthy condition.
- 2 . All passenger service vehicles comply in all respects and at all times with relevant legislation.
- 3 . Reasonable steps must be taken that the driver of each vehicle transporting students under this FASTA is correctly licensed, carries no animals other than a guide dog for a visually impaired student, does not carry items for reward without prior permission, does not carry more passengers than the permitted loading, always operates the vehicle in a safe and appropriate manner.
- 4 . Only trained drivers are used to provide the service
- 5 . All vehicles used to transport students under this FASTA must comply with the vehicle age limits outlined in Schedule 2 of the FASTA and must be properly maintained
- 6 . All parties including contractors to hold Public Liability Insurance to the value of at least \$1.0 million plus appropriate vehicle, luggage or any other insurance deemed necessary.

In addition the MOE expects that all Transport Service Licence holders maintain an average, over a two year period, 4-Star rating as issued by the NZ Transport Agency operator Rating System (ORS). The ORS takes into account Certificate of Fitness checks, roadside checks and driver offending. The ORS information will be analysed by the NZ transport Agency as part of the annual monitoring exercise.

As already noted, the Network School Boards have delegated the above requirements to the RSBG.

The RSBG will report annually to the Network School Boards that the required standards have been monitored throughout the past year and have been met, or if not, any non-compliance or issues identified have been managed appropriately and remedied as required. This report will be minuted by all the Network School Boards and a copy will be returned to the Ministry as required.

Appendix 1

Roles and Responsibilities (schematic summary only)

Fundholder School Board of Trustees (RHS) - Governance Only

Liaise with Network School Boards regarding policies & procedures which comply with legislative requirements with a view to the provision of effective and efficient transport for students.	Monitor the Network's compliance with the approved policies & procedures.	Ensure the timely preparation & authorisation of an effective and attainable annual financial budget that complies with legislation and is a "going concern"	Minute approvals for all agreements and contracts. Monitor any action required	Ensure the accurate & timely preparation of the financial reports. Monitor action taken to remedy points raised in the Audit Management Letter. Approve and action any distributions.
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Rangiora Schools Bus Group

Ensure policies & procedures meet the requirements for all parties. Maintain the agreement between all schools	Report to the Network School Boards on compliance. Monitor any action required for compliance.	Oversee the preparation of Annual Budget. Review and present to the TGHS Board for approval.	Maintain funding and contractor agreements. Monitor any action required.	Review the monthly and annual financial reports. Recommend any distributions to RHS.
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RSBG Co-ordinator - Day to day operation

Assist in the maintenance of policies & procedures to ensure compliance as appropriate.	Ensure that all contractors comply with approved policies & procedures. Report non-compliance & take necessary action to ensure compliance	Advise & assist with the preparation of the Annual Budget. Review and present to RSBG for approval.	Liaise with MOE Transport advisor on route variations and TEZs. Ensure all agreements are current	Liaise with the RHS EO to prepare required financial reports. Calculate any distributions that may be required.
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Appendix 2

Relevant Legislation and Vehicle Age Limits

- Education Act 1989 s139D(1)(a) Funding assistance for student transport
- Education Act 1989 s66 Delegations
- Education Act 1989 s67A Restrictions on giving of guarantees and indemnities
- Health & Safety at Work Act 2015
- Land Transport Act 1998
- Transport Act 1962
- Operator Licensing Rule 2007
- Transport Vehicle & Driver Registration & Licensing Act 1986
- Road User Charges Act 1977
- Carriage of Goods Act 1979
- Any mandatory standards relating to emissions
- All Amendments, Regulations, Rules, Orders or Notices made under, or in respect of the above Acts

Schedule 5A lists the sections in the Crown Entities Act 2004 that apply to school boards of trustees, such as the s168 requirement to keep auditable records.

Schedule 6 of the Education Act 1989 contains other provisions applying to boards, such as Clause 2 that exempts schools from income tax, Clause 7 that requires a chairperson to be appointed other than the Principal, Staff or Student Representative, Clause 8 that specifies meeting requirements including conflict of interest and related party processes.

Vehicle Age Limits

All vehicles used to transport students under the FASTA must be within the following maximum age criteria:

- Small Passenger Service Vehicles (under 3500kg) must not be older than 15 years
- Large Passenger Service Vehicles (equal to and over 3500kg) must not be older than 26 years

Vehicles that become older than these maximums must be replaced before they reach their 15th or 26th birthday respectively.

Appendix 3

How to recognise a proper maintenance process

Maintenance management should cover the following:

- 1 . Vehicle service:
 - a. Daily walk-around and in-service inspections
 - b. “A” level service and technical inspection every 5,000km
 - c. “B” level service every 20,000km
 - d. CoF inspection
 - e. “C” level service as required based on kilometres
- 2 . Fault recording and reporting
- 3 . Repair and maintenance planning, prioritisation and scheduling
- 4 . Repair as required to maintain compliance
- 5 . Management:
 - a. Record keeping
 - b. Training and education
 - c. Regular review

Appendix 4

Sample transport Provider self-assessment form

Company information	
Transport provider name	
Trading name (if different)	
Registered address: Address line 1 Address line 2 Address line 3 Address line 4	
Contact person	
Phone number of contact person	
Email address of contact person	
Background information	
For which schools do you provide school transport services?	
Which routes do you provide school transport services for?	
How many school routes do you service?	
Service quality	
Overall, how would you rate your school transport service in terms of service quality (reliability, punctuality, consistency, vehicle presentation)? This rating is an average of your overall service quality. Please provide some details of your service quality, and comment on specific out-of-line situations.	A: very good, B: good, C: average, D: below average, E: poor
Driver performance	
Overall, how would you rate your school transport service in terms of driver performance (driver behaviour, appropriateness of actions / language when dealing with student behaviour)? This rating is an average of your overall driver performance. Please provide some details of your driver performance management programme, and comment on specific out-of-line situations.	A: very good, B: good, C: average, D: below average, E: poor
Driver development	

Complaints management	
<p>How many complaints have you received in the last year about service quality, vehicle safety, driver performance?</p> <p>What is the average time to resolve a complaint to the complainant's satisfaction?</p> <p>Please provide some details of your complaints management process, and comment on specific out-of-line situations.</p>	<p>A: none, B: 1-5, C: 6-10, D: 11-20, E: over 20</p> <p>A: 1-3 days, B: 4-6 days, C: 7-10 days, D: 11-20 days, E: over 20 days</p>

Next year	
<p>What risks and issues have you identified to providing school transport services in the next year, and what are your plans to address them?</p>	

Comments	
<p>Enter any other relevant comments here.</p>	

Appendix 5

Monitoring Report Content and Contractor Agreements

The RSBG is delegated the task of meeting the MOE monitoring requirements. This includes the annual return that declares the required monitoring has been undertaken during the previous year and the required standards have been met, or if not, the issues have been managed appropriately.

The RSBG must ensure a robust and binding contract is signed between the Network School Boards and the transport provider. This contract must specify the safety standards set out in the FASTA and will reflect the RSBG's monitoring responsibilities.

The RSBG will monitor and report:

- a. that contractual obligations with the MOE under the FASTA are being met
- b. that contractual obligations under the transport provider agreements are being met
- c. that student safety and service quality requirements are being met
- d. all school transport providers are being monitored at least annually
- e. that service delivery complaints are recorded and addressed
- f. that student behaviour issues are identified and managed appropriately

The RSBG will also provide annually to the MOE a list of vehicles used to transport students under this FASTA.