

# + Queensland Bus Driver Safety Scheme Guidelines

## 1. About the scheme

The objective of the Queensland Bus Driver Safety Scheme is to assist bus operators delivering *eligible bus services*, offset the costs of acquiring and installing *driver barrier* and *anti-shatter film* safety measures on buses.

These guidelines contain information on the scheme including eligibility requirements, how to apply and applicant obligations. Please read these guidelines and instructions carefully before applying.

## 2. Available funding

2.1 Rebates are available to help offset the costs of acquiring and installing *driver barriers* and/or *anti-shatter film* safety measures on *eligible buses*. Rebate amounts available are:

- (a) 50 per cent of the total amount paid for acquiring and installing a *driver barrier* up to a maximum of \$2,000 per bus operating in a *high risk area*.
- (b) the amount paid for acquiring and installing *anti-shatter film* up to a maximum of \$1,200 for a standard bus (or smaller bus) and up to \$2,400 for a large bus (articulated, double decker or long wheel base).

## 3. Eligibility criteria

3.1 To be eligible for a rebate an applicant must:

- (a) hold a current public bus service contract with the Department of Transport and Main Roads which is not in breach
- (b) be the operator of an *eligible bus service*
- (c) provide detailed quotes and a proposed installation schedule for the designated safety measures on nominated buses
- (d) propose to operate the bus for at least two years after the equipment is installed.

3.2 For anti-shatter film, an applicant must not have already acquired or installed the film.

3.3 For driver barriers, an applicant must:

- (a) not have already acquired or installed the barrier

- (b) have completed the *Risk Assessment and Workforce Consultation form*, including an outline of consultation with their workforce regarding the perceived risks and treatments, actions to convey any final decisions to their workforce, and a clear assessment of the *eligible bus service* as providing services in a *high risk area*.

#### 4. Terms and conditions

- 4.1 The payment of rebates is subject to the availability of funding.
- 4.2 QRIDA may request an applicant provide further information to determine an application.
- 4.3 To receive payment under the scheme applicants must provide:
  - (a) a manufacturer’s or supplier’s warranty that the safety measures chosen for acquisition and installation are fit for purpose
  - (b) tax invoice(s) showing full details of goods or services
  - (c) *official receipt(s)* from suppliers or contractors. If applicants are unable to provide official receipt(s), a copy must be provided of:
    - (i) the relevant cheque butt or internet/bank transfer
    - (ii) the relevant bank statement showing the cheque or transfer payment.
- 4.4 After the application closing date, no additional buses can be nominated for assistance.
- 4.5 By submitting an application, an applicant agrees to providing the Department of Transport and Main Roads, if required, information for evaluating the *driver barriers* or *anti-shatter film* after installation.
- 4.6 The selection of appropriate safety measures is the responsibility of the applicant and by acquiring and installing *driver barriers* and/or *anti-shatter film* on buses, applicants accept all responsibility for the safety measures including ongoing maintenance.

#### 5. Key dates

- 5.1 The scheme will open to applications on 19 November 2018.
- 5.2 The scheme will close to applications on 31 March 2019.
- 5.3 All claim applications must be submitted by 30 June 2020.
- 5.4 In exceptional circumstances an extension to the claim period may be negotiated with QRIDA.

#### 6. How to apply

Invitation to apply	Starting 19 November 2018, QRIDA will invite eligible operators to apply for assistance under the scheme
Application received	QRIDA will accept applications from eligible operators until 31 March 2019. Applications must include the nominated buses spreadsheet with proposed installation timeframes, and detailed quote(s).

	Applications for <i>driver barriers</i> will also need to include the completed <i>Risk Assessment and Workforce Consultation form</i> demonstrating the <i>eligible bus service</i> provides services in a <i>high risk area</i> . The Risk Assessment and Workforce Consultation form must include consultation with workforce regarding the perceived risks, treatments and communication about the operator's final position.
Application assessed	QRIDA will assess applications in order of receipt. Incomplete applications will not enter the assessment queue until all required information is received.
Decision made and communicated	QRIDA will make a decision on the application and communicate the outcome to the applicant.  Applicants who receive pre-approval from QRIDA may then acquire and install safety measures on nominated buses.
Claim submission	Once safety measures are installed on nominated buses, applicants with pre-approval may submit a claim form including a manufacturer's or supplier's warranty and itemised invoices and <i>official receipts</i> for the acquisition and installation of pre-approved safety measures.  QRIDA will accept claim forms until 30 June 2020 (refer to section 5).
Payment made	QRIDA will assess the claim submission and notify applicants of the claim submission outcome.  QRIDA will then provide the rebate payment to approved applicants nominated bank accounts.

## 7. More information

7.1 QRIDA can answer any questions you may have. Please contact QRIDA on **Freecall 1800 623 946** or email [contact\\_us@qrda.qld.gov.au](mailto:contact_us@qrda.qld.gov.au).

## 8. Definitions

**Anti-shatter film** means a laminate, bonded to a vehicle window, that is designed and constructed to bind glass shards on impact and prevent them entering a vehicle.

**Driver barrier** means a barrier, fitted in a bus, that is designed and constructed to prevent or reduce the risk of injury to a person in the driver's seat (the *driver*) in the event of a person committing, or attempting to commit, an act of violence against the driver.

**Eligible bus** means a bus identified in an applicant's bus service contract for providing an eligible bus service.

**Eligible bus service** means a public bus service outlined in the Eligible Bus Services document on QRIDA's website.

**High risk area** means an area which an applicant considers there is a high risk of:

- (a) Violence towards a bus driver or passenger;
- (b) Threatening behaviour, including serious verbal threats or abuse towards a bus driver or passenger; and/or
- (c) An object being thrown at a bus, bus driver or passenger.

**Large bus** means an eligible bus identified in the applicant's bus service contract as an articulated bus, a double decker bus or long wheel base bus

**Official receipt** means a receipt of an amount paid by an applicant to an entity that includes:

- (a) the name and address of the entity that issued the receipt;
- (b) if the entity has an Australian Business Number—the Australian Business Number; and
- (c) a description of each item to which the receipt relates.

**Public bus service** means a public passenger service within the meaning of the *Transport Operations (Passenger Transport) Act 1994* for the carriage of passengers on a bus but does not include a driver service within the meaning of that Act.

**Risk Assessment and Workforce Consultation form** means the form supplied by QRIDA, for applicants to detail their risk assessment of operations and workforce consultation to be eligible for driver barrier assistance.

**Standard bus** means a bus which is not a large bus.