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| Document Title | Person responsible for maintaining document | Issue date | Document Location | Minimum Retention Period |
| Certificate of Accreditation |  |  |  | 3 years |
| Conditions of Accreditation |  |  |  | 3 years |
| Safety Policy |  |  |  | 3 years |
| Job Descriptions for Bus Safety Workers |  |  |  | 3 years |
| Fleet Register |  |  |  | 3 years |
| Safety Information Communication |  |  |  | 3 years |
| Drug & Alcohol Policy |  |  |  | 3 years |
| Risk Register |  |  |  | 3 years |
| Emergency Management Plan |  |  |  | 3 years |
| Driver Training & Qualifications Records |  |  |  | 3 years |
| Reporting of Notifiable Incidents |  |  |  | 3 years |
| Audit Checklist |  |  |  | 3 years |
| Daily Inspection Checklist |  |  |  | 3 years |
| Vehicle Safety Inspection Checklists |  |  |  | 3 years |
| Vehicle Maintenance History Records |  |  |  | 3 years |
| Defect & Clearance Reports |  |  |  | 3 years |
| Document Register BSF-02 |  |  |  | 3 years |