

Senior Management Monthly Report

Report Date: 1st October (for the month of September).

SAMPLE ONLY
Current at the time of print.
Our Alerts, Reviews & Reports
are continuously updated.

Compliance

Reviewed/updated documents in the past month:

- Risk Assessment for 'Runaway Bus' reviewed on 16th September by Charlie BROWN
- Training 8 – Bus Evacuation - updated on 23rd September by Accreditation Manager

Complaints

- Complaints received in the past month: 2
- Complaints still active: 1 **! ACTION REQUIRED** [Click HERE](#)

12-month summary: Complaints total: 18
Resolved within 2 business days: 16 (88%)
Resolved within 30 business days: 17 (94.4%)

Incident Statistics

- For the past month new incidents/accidents: 2
- Incidents/accidents are still open: 0

Incident 'cause' over past 2 years:

- School Student issue 39%
- Driver at Fault (other than speeding) 32%
- Road Issue 11%
- Security Issue 8%
- Vehicle Issue 5%
- Driver Speeding 3%
- Equipment Failure 3%

Drugs and Alcohol History

Alcohol testing over past month:

- Alcohol Tests: 18
- Positive Results: Nil
- Drivers NOT tested: 3 (Andy Smith, Alan White, Josh Jones)

Drug testing over past month:

- Drug Tests: 20
- Positive Results: Nil
- Drivers NOT tested: 1 (Alan White)

Drugs and Alcohol Issues over past 12 months:

- Alcohol Tests: 44
- Positive Results: Nil
- Drivers NOT tested: Nil
- Drug Tests: 20
- Positive Results: Nil
- Drivers NOT tested: 1 (Alan White)

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Senior Management Monthly Report (Continued)

Vehicle Maintenance Snapshot

Current Defects (un-roadworthy issues): 0

Current Faults: 12

Vehicles due for scheduled maintenance: 5

Vehicles overdue for scheduled maintenance: 2 (TV-1234, TV-4567) **! ACTION REQUIRED** [Click HERE](#)

The average 'fix time' for vehicle **FAULTS** over the past 2 years is 8 days.

The average 'fix time' for vehicle **DEFECTS** over the past 2 years is 3 days.

Roadworthy Inspections Results

Past Month: 3

Passed: 2

Warning: 1 (TV-1234)

Minor Defect: Nil

Major Defect: Nil

Vehicles Grounded: Nil

Past 12 months: 16

Passed: 12

Warning: 1 (TV-1234)

Minor Defect: 2 (TV-1234, TV-5678)

Major Defect: 1 (1234-MO)

Vehicles Grounded: Nil

Odometer & Fuel History

Fleet	Kilometres Travelled			Fuel		
	Last Financial Year	Last 12 Months	Last Month	Last 12 Months	Last Month	Litres Used (Last Month)
1	22,850	27,145	4,915	3.7 k/L	4.1 k/L	1,188 L
2	17,216	15,633	1,615	4.1 k/L	4.0 k/L	368 L
3	28,244	29,837	4,926	5.1 k/L	4.9 k/L	1,014 L
4	27,231	28,186	4,077	5.7 k/L	5.2 k/L	777 L
Total	95,541	100,801	15,533	Av. 4.65 k/L	Av. 4.55 k/L	3,347 L

Fuel Quantities for BAS Period July/August/September

Air-conditioned Vehicles: 28,655 Litres

Other Vehicles: 3,036 Litres

End-of-Report