

Instructions

1. Use this form to notify Transport for NSW of bus safety employees (also known as transport safety employees who perform bus safety work) who test positive to a confirmatory test for drugs or alcohol or who refuse or fail to submit to drug and alcohol testing when lawfully required. Operators are required by law to notify these matters to Transport for NSW.

A Positive Confirmatory Test includes in the case of:

- **Alcohol** - breath analysis undertaken by the Police which confirms PCA of **0.02** (or higher);
- **Drugs** - a laboratory urine analysis confirming the presence of a drug; or
- **Drugs or alcohol** - a blood analysis undertaken by a medical practitioner which confirms the presence of a drug or PCA.

2. A test notification must be made within 48 hours of the operator become aware of the event. Send your **completed** test notification form to Transport for NSW by email to schemereview@transport.nsw.gov.au

3. This form can be downloaded from www.rms.nsw.gov.au

Operator information

Name in which accreditation is held:

Accreditation number

Contact officer

Phone

Email address

Signature

Date

/	/	
day	month	year

Bus safety employee information

Name of bus safety employee

Occupation

Mechanic

Bus Driver

▶ Driver Authority Number

Other

▶ Please specify

Test details

Testing Supervisor (name)

Date of test

/	/	
day	month	year

Location of test

In depot

On-road

Other

▶ Please specify

Confirmed positive test results

Breath analysis

Confirmed PCA reading

Urine analysis

Confirmed presence of drug/s

Blood analysis

Confirmed PCA reading

Confirmed presence of drug/s

Refuse/fail to undergo

Breath test

Breath analysis

Sobriety assessment

Refuse/fail to provide

Urine sample

Blood sample

Test type

Random (before sign-on)

Random (after sign-on)

Targeted (specify reason for test in the additional information section on the back of this form)

After a notifiable incident incl:

injury to a person

After less serious incident

bus prevented from continuing its journey

(specify incident type eg minor collision between two buses in depot)

is likely in the opinion of the operator to arouse public concern

Actions

1. You must:

- For **any positive test**, attach a copy of the certificate of the breath analysis, or the report of the urine or blood sample analysis to this notification;
 - For any **refusal/failure to undergo testing**, provide an outline of the circumstances involved (including names of witnesses) on the back of this form;
 - Outline the action you have taken, or that you propose to take, in relation to the bus safety employee who is the subject of this notification (eg counselling, suspension from duty etc) on the back of this form.
2. You must give a copy of this notification to the bus safety employee who is the subject of this notification.

This information is collected and dealt with in accordance with the *Privacy and Personal Information Protection Act 1998*.

