

# ADELAIDE BUS SERVICE Registration Form



ALL SECTIONS OF THIS FORM **MUST** BE COMPLETED.  
THESE DETAILS ARE FOR INSURANCE AND SAFETY PURPOSES ONLY.

ONCE COMPLETED PLEASE RETURN SIGNED COPY TO:  
FAX 08 0871 1284 or roxby@greyhound.com.au

## EMPLOYEE DETAILS:

Full Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

BHP Billiton:  Contractor:  please specify: \_\_\_\_\_

Postal Address: \_\_\_\_\_

(NOT village)

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone Number: \_\_\_\_\_

(mobile preferred)

Driving Licence Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## EMERGENCY CONTACT DETAILS

Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

## CAR DETAILS (If using Pt Augusta carpark facility)

PLEASE GIVE DETAILS OF **ALL** VEHICLES WHICH MAY BE LEFT AT THE COMPOUND

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Model: \_\_\_\_\_

Registration: \_\_\_\_\_

Registration: \_\_\_\_\_

IF YOU HAVE ANY QUERIES, PLEASE CONTACT  
Greyhound Australia on 8671 1800 or roxby@greyhound.com.au

# BHP Billiton Operated Bus Journey's Code of Conduct



## ***Compliance with BHP Billiton Operated Bus Journey's Code of Conduct***

- Employees using this bus service will need to comply with the Bus Code of Conduct.
- Signing a copy of the code of conduct will be required prior to obtaining a ticket for this service.
- For emergency response purposes employees are required to update their current address and emergency contact details on the "Employee Details Form" attached to this code of conduct.
- For emergency response purposes the bus driver should maintain a passenger manifest and employees will need to sign onto this manifest at the commencement of each trip.
- Non-compliance with the code of conduct may result in employees being refused access to this service.

## ***Code of Conduct (General)***

BHP Billiton Code of Conduct applies to all passengers on the bus.

- We treat each other with respect and dignity
- We respect the law and act accordingly
- We are fair and honest in our dealings
- We use BHP Billiton property responsibly
- We are accountable for our actions and their consequences

## ***Bus Journey Information***

### *Departures*

Bus departures occur at specified times. The bus will not delay departures in order to wait for those not able to meet these departure times. Please ensure you are at the departure stops a few minutes earlier than the specified times.

### *Pt Augusta Bus Depot*

The bus depot at Pt Augusta is located off the Old Tarcoola Road (map attached). Please ensure you follow the directional signage once entering the depot site – failure to do so may result in your approval to travel on the bus being cancelled. Carparks are available at the Pt Augusta depot site for your convenience, however, liability remains with the vehicle owner.

### *Stops*

This bus is a direct service. There will be no additional stops for drinks, cigarettes, etc, regardless of majority consent.

### *Bus Access*

Employees accessing this service are **required to show proof of company identification** and ticket prior to bus access.

### *Passenger Booking*

Employees accessing this service will be required to book their place to secure a seat. Users agree to use the BHP Online Booking System to book personal travel on Greyhound Australia services that they are approved to use and to cancel bookings when services are not required. **Users understand that a failure to book services required or cancel services not required can result in their access to services being denied in future.**

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## *Safe Travel*

- Sleeping in the aisles is prohibited. Aisles are to remain free for emergency procedures
- Seat Belts – in complying with BHP Billiton Major Hazard Standards, it is mandatory that seat belts are worn on the bus.
- No smoking is allowed on the bus.
- All luggage will be stored in the luggage compartment under the bus and not placed in aisles.
- The driver is not to be distracted whilst in transit unless there is an emergency.
- For emergency purposes only, the bus will be equipped with a satellite phone.

## *Food and Beverage*

- At all times, the bus driver will have discretion on the items which are allowed on the bus.
- If food is supplied on this bus journey, it will be suitable to accommodate the requirements of those coming of shift.
- Soft drinks should contain screw cap lids.
- All rubbish should be disposed of prior to leaving the bus.
- Eskies will be stored within the luggage compartment under the bus and not placed in aisles.
- By law, no alcohol is to be consumed on the bus.

## *Entertainment*

If videos are shown on this bus journey, it is the responsibility of the bus service to provide these. Copyright legislation prohibits individually owned videos to be viewed. Videos shown are of new release standards.

## *Bus Maintenance*

- All employees are required to be showered prior to entering the bus.
- All passengers are required to respect the facilities on the bus and ensure these are properly used.

## *Complaints*

All complaints regarding this bus service should be forwarded to Greyhound Australia in the first instance or the BHP Contract Co-Ordinator if resolution not obtained. Written complaints stating the nature of the issue, name and contact details are required.

## *Passenger Manifests*

Employees are required to sign onto a passenger manifest at the commencement of each trip, showing either site ID or drivers licence as photo identification.

## **Compliance with BHP Billiton Operated Bus Journey's Code of Conduct:**

To confirm your acceptance of the bus journey's code of conduct please place name, sign and date in the area below.

I confirm my acceptance of this code of conduct.
Print Full Name: _____
Signature: _____
Date:        /        /



# Pt Augusta Depot Map

