

Title	Drive a school bus		
Level	3	Credits	6

Purpose	People credited with this unit standard are able to: prepare to drive a school bus; drive a school bus route; manoeuvre a school bus in reverse; manage passengers; carry out end of shift procedures; and describe incident management actions.
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Classification	Commercial Road Transport > Passenger Service
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Available grade	Achieved
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Prerequisites	Unit 15158, <i>Carry out pre-start vehicle checks on a heavy motor vehicle, prepare vehicle for use, and shut it down</i> or Unit 17676, <i>Carry out a pre-start vehicle check on a vehicle or machine, and start and shut down the vehicle or machine.</i>
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Guidance Information

- Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with company requirements, school requirements and legislative requirements.
- Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:
 - Health and Safety at Work Act 2015;
 - Land Transport Act 1998;
 - Land Transport (Driver Licensing) Rule 1999;
 - Land Transport (Road User) Rule 2004;
 - Land Transport Rule: Operator Licensing 2007;
 - Land Transport Rule: Seatbelts and Seatbelt Anchorages 2002;
 - Vulnerable Children's Act 2014;
 - [Low Volume Vehicle Standard 45-60\(00\) Disability Transportation Systems;](#)
 - [AS/NZS 4370: 2013 Restraint of Children with disabilities, or medical conditions, in motor vehicles;](#)
 - [AS/NZS 3856.1:1998 Hoists and ramps for people with disabilities – Vehicle mounted – Product requirements;](#)
 - [AS/NZS 3856.2:1998 Hoists and ramps for people with disabilities – Vehicle mounted – Installation requirements;](#)
 and any subsequent amendments and replacements.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

3 Definitions

Company requirements refer to instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions, site procedures, industry best practice and legislative requirements.

Impairments or disabilities may be intellectual, psychiatric, physical, neurological or sensory.

Roadside inspection guidelines mean the *Roadside inspection guidelines for heavy vehicles* (2013), available at <http://www.nzta.govt.nz/resources/roadside-inspection-guide-heavy-vehicles/docs/roadside-inspection-guidelines-heavy-vehicles.pdf>.

Safety cushion means a safe operating space around a vehicle; this can be influenced by the driver and includes applying the four and twelve second rules.

4 People who drive passenger service vehicles on a road for hire or reward or a large passenger service vehicle (regardless of hire and reward) must hold a full driver licence appropriate to the vehicle driven and have a Passenger (P) licence endorsement as required by the Land Transport (Driver Licensing) Rule 1999.

5 Passengers must be transported with due attention to the rights and responsibilities of the disabled as outlined in the [*Code of Health and Disability Services Consumers' Rights*](#), Wellington, Health and Disability Commissioner, 2004.

6 Evidence for all of the outcomes does not need to be collected in one assessment event. Anything that is not able to be collected in a scheduled assessment (due to particular circumstances not arising at the time), can be documented and collected by the learner as those events occur and assessed once the evidence for all outcomes and evidence requirements is available. Evidence for this unit standard should come from naturally occurring events where possible, but simulated assessment events can be used where evidence for particular evidence requirements is proving difficult to source during the assessment period (e.g. managing passenger behaviours or assisting passengers with impairments or disabilities).

Outcomes and performance criteria

Outcome 1

Prepare to drive a school bus.

Performance criteria

1.1 A walk-around inspection is conducted and any damage or faults revealed are reported for repair and/or further action.

Range walk-up checks, engine checks, cabin checks, outside checks.

1.2 Personal appearance is in accordance with company requirements.

Range dress code, personal hygiene and grooming, driver identification.

1.3 Route is confirmed.

Outcome 2

Drive a school bus route.

Range daily morning or afternoon route, or a return school trip.

Performance criteria

- 2.1 School bus signs are displayed, if required.
- 2.2 Complete route is followed in accordance with the route specification.
- 2.3 Pick-up and set-down requirements are met within the prescribed time parameters.
- 2.4 Passengers are uplifted from pick-up points and delivered to the specified destinations.
- 2.5 Bus position at uplift and set-down is consistent with passenger safety.
- 2.6 Doors are opened and closed.
- 2.7 The number of passengers admitted does not exceed the maximum noted on the Certificate of Loading.
- 2.8 Driving techniques applied are consistent with the safety and comfort of passengers.
- 2.9 Driving techniques applied allow the maintenance of a safety cushion and are consistent with the safety of other road users.
- 2.10 The school bus is stopped safely, without injury to people or damage to vehicle, equipment, or property.

Outcome 3

Manoeuvre a school bus in reverse.

Range straight line, 90 degree left turn.

Performance criteria

- 3.1 Intended path for the school bus to manoeuvre is confirmed as free of hazards.
- 3.2 Reverse gear is selected and the drive taken up smoothly.

3.3 The school bus is manoeuvred using driving techniques consistent with safety requirements into a predetermined position.

Range use of warning devices and mirrors, safe operating speed, reversing cameras (if fitted), engine revolutions.

Outcome 4

Manage passengers.

Performance criteria

4.1 Passenger positioning within the bus is in accordance with passenger safety.

4.2 In the absence of organisation instructions, younger children are seated first and, where there are insufficient seats, standing passengers are directed to use handrails or seat grips.

4.3 Action is taken to manage unsafe or inappropriate behaviour, if required.

4.4 Assistance is offered to children with impairments or disabilities.

Range may include – picking up, securing, and dropping off a passenger in a wheelchair.

Outcome 5

Carry out end of shift procedures.

Performance criteria

5.1 Bus is cleared of all children and possessions at the conclusion of the route.

5.2 Procedures for shutting down, checking, cleaning, and securing the school bus are carried out.

5.3 Where necessary, procedures for handing in cash and completion of documentation are carried out.

Outcome 6

Describe incident management actions.

Performance criteria

6.1 Actions to be taken in the event of a passenger related incident are described.

6.2 Actions to be taken in the event of the school bus being involved in a crash are described.

6.3 Actions to be taken in the event of a school bus breakdown are described.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 May 1999	31 May 2016
Review	2	24 July 2002	31 May 2016
Review	3	20 May 2011	31 December 2019
Review	4	16 April 2015	31 December 2023
Review	5	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering, and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.