

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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Entry information	
Critical health and safety prerequisites	Candidates must hold a minimum of the full class of licence required for the vehicle being driven, and a current P endorsement.
Recommended skills and knowledge	Unit 15158, <i>Carry out pre-drive vehicle checks on a heavy motor vehicle, start it up, and shut it down</i> or Unit 17676, <i>Carry out a pre-drive vehicle check on a light motor vehicle, and start and shut down the vehicle</i> ; and Unit 1748, <i>Transport passengers with impairments or disabilities</i> .

Explanatory notes

- 1 Legislation relevant to this unit standard includes:
Land Transport Act 1998;
Land Transport (Driver Licensing) Rule 1999;
Land Transport (Road User) Rule 2004;
Land Transport Rule: Passenger Service Vehicles 1999;
Land Transport Rule: Traffic Control Devices 2004;
Land Transport Rule: Work Time and Logbooks 2007.
- 2 Any new, amended or replacement Acts, regulations, Rules, standards, codes of practice, or NZ Transport Agency requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- 3 Definitions
Impairments or disabilities may be physical, sensory, neurological, psychiatric, or intellectual.

Organisational requirements include any legal requirements, standards, codes of practice, company and/or site procedures, industry best practice, and manufacturers' instructions. These must be available to candidates, providers, and assessors.

Roadside inspection guidelines means 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 Reference

Safe Behaviour on Buses, Wellington, Ministry of Education, 2004. Available from: <http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/SchoolOperations/SchoolTransport/SafeBehaviourOnBuses.aspx>.

- 5 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 evidence requirements

Outcome 1

Prepare to drive a school bus.

Evidence requirements

- 1.1 A walk-around inspection is conducted in accordance with the roadside inspection guidelines and organisational requirements. Any damage or faults revealed are repaired and/or reported for further action.

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

- 1.2 Personal appearance is in accordance with organisational requirements.

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

- 1.3 Route is confirmed in accordance with organisational requirements.

Outcome 2

Drive a school bus route.

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

Evidence requirements

- 2.1 School bus signs are displayed in accordance with legal requirements.
- 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 legal and organisational requirements and passenger safety.
- 2.6 Doors are opened and closed in accordance with organisational requirements.
- 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 and meet legal requirements.
- 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 vehicle is stopped safely, without injury to people or damage to vehicle, equipment, or property.
- 2.11 School bus signs are removed in accordance with legal requirements.

Outcome 3

Manoeuvre a school bus in reverse.

Range straight line, 90 degree left turn.

Evidence requirements

- 3.1 Intended vehicle path is confirmed as free of hazards.
- 3.2 Reverse gear is selected and the drive taken up smoothly.
- 3.3 The vehicle is manoeuvred into a predetermined position.

Range includes but is not limited to – use of warning devices and mirrors, safe operating speed, reversing cameras (if fitted).
- 3.4 Engine revolutions are kept within a range that meets organisational requirements.

Outcome 4

Manage passengers.

Evidence requirements

- 4.1 Passenger positioning within the bus is in accordance with organisational requirements and 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 hand rails or seat grips.
- 4.3 Any actions taken to manage unsafe or inappropriate behaviour are in accordance with school and organisational requirements.
- 4.4 Assistance is offered to children with impairments or disabilities in accordance with organisational requirements.

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

Outcome 5

Carry out end of shift procedures.

Evidence requirements

- 5.1 Bus is cleared of all children and possessions at the conclusion of the route in accordance with organisational requirements.
- 5.2 Procedures for shutting down, checking, cleaning, and securing the vehicle are carried out in accordance with organisational requirements.
- 5.3 Where necessary, procedures for handing in cash and completion of documentation are carried out in accordance with organisational requirements.
- 5.4 Where necessary, procedures for completing driver's logbook are carried out in accordance with organisational and legal requirements.

Outcome 6

Describe incident management actions.

Evidence requirements

- 6.1 Actions to be taken in the event of a passenger related incident are described in terms of school and organisational requirements.
- 6.2 Actions to be taken in the event of the vehicle being involved in a crash are described in terms of legal and organisational requirements.

- 6.3 Actions to be taken in the event of a vehicle breakdown are described in terms of school and organisational requirements.

Planned review date	31 December 2019
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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	N/A

Consent and Moderation Requirements (CMR) reference	0092
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZ Motor Industry Training Organisation (Incorporated) info@mito.org.nz if you wish to suggest changes to the content of this unit standard.