

<b>Title</b>	<b>Drive a bus on a scheduled passenger route service</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>8</b>

<b>Purpose</b>	People credited with this unit standard are able to: prepare to drive a bus on a scheduled passenger route service; drive a bus on a specified route; manoeuvre a bus in reverse; admit passengers; assist and manage passengers; carry out end of shift procedures; and describe incident management actions.
----------------	--

<b>Classification</b>	Commercial Road Transport > Passenger Service
-----------------------	---

<b>Available grade</b>	Achieved
------------------------	----------

<b>Prerequisites</b>	Unit 15158, <i>Carry out pre-start vehicle checks on a heavy motor vehicle, prepare vehicle for use, and shut it down.</i>
----------------------	--

### 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* means the [Roadside inspection guidelines for heavy vehicles \(2013\)](#).

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

### 4 Assessment information

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 bus on a scheduled passenger route service.

#### Performance criteria

- 1.1 A walk-around inspection is conducted and any damage or faults revealed are repaired and/or reported for further action.
- Range walk-up checks, engine checks, cabin checks, outside checks, function checks.
- 1.2 Vehicle signage is checked to ensure it is displayed.
- 1.3 Ticketing systems, and real time information systems if installed, are checked to ensure that they are set up and operating.
- 1.4 Cash float, route information, and special instructions are verified.
- 1.5 Communications systems are confirmed as operational.
- 1.6 Personal appearance is in accordance with company requirements.
- Range dress code, personal hygiene and grooming, driver identification.

- 1.7 Vehicle cleanliness is confirmed as being in accordance with company requirements.

## **Outcome 2**

Drive a bus on a specified route.

Range must be at least 40 minutes but does not have to be continuous.

### **Performance criteria**

- 2.1 The route driven is consistent with the route specified by the company.  
Range may include – global positioning system (GPS) route.
- 2.2 The route is driven in accordance with the company timetable and shift card instructions, if applicable.
- 2.3 Bus position at uplift and set down is consistent with passenger safety.
- 2.4 Doors are opened and closed.
- 2.5 Driving techniques applied are consistent with the safety and comfort of passengers.
- 2.6 Driving techniques applied allow the maintenance of a safety cushion and are consistent with the safety of other road users.
- 2.7 The vehicle is stopped safely, without injury to people or damage to vehicle, equipment, or property.

## **Outcome 3**

Manoeuvre a bus in reverse.

Range straight line, 90 degree left turn.

### **Performance criteria**

- 3.1 Intended vehicle path is confirmed as free of hazards.
- 3.3 The vehicle is manoeuvred into a predetermined position.  
Range use of warning devices and mirrors, safe operating speed, reversing cameras (if fitted).

## **Outcome 4**

Admit passengers.

**Performance criteria**

- 4.1 The number of passengers admitted does not exceed the maximum noted on the Certificate of Loading.
- 4.2 Where cash is used, cash handling procedures, including the giving of correct change, are carried out.
- 4.3 Where tickets are used, ticket issuing procedures are carried out.
- Range may include – operation of electronic ticketing machine.
- 4.4 The admittance of non-cash passengers is in accordance with company requirements.
- Range may include – passes, concession cards, electronic debit cards, vouchers.

**Outcome 5**

Assist and manage passengers.

**Performance criteria**

- 5.1 Assist passengers with luggage, bikes, pushchairs where required.
- 5.2 Action is taken to manage difficult passengers.
- Range may include – dealing with disruptive behaviour, violent behaviour, refusal to remain seated.
- 5.3 Assistance is offered to people with impairments or disabilities.
- Range may include – picking up, securing, and dropping off a passenger in a wheelchair.

**Outcome 6**

Carry out end of shift procedures.

**Performance criteria**

- 6.1 Procedures for shutting down, checking, cleaning, and securing of the vehicle are carried out.
- 6.2 Procedures for handing in cash and completion of documentation are carried out.
- 6.3 Where necessary, procedures for completing driver's logbook are carried out.
- 6.4 Any incidents during transportation of the passenger are reported and recorded, if required.

**Outcome 7**

Describe incident management actions.

**Performance criteria**

- 7.1 Actions to be taken in the event of an unavoidable detour are described.
- 7.2 Actions to be taken in the event of a crash are described.
- 7.3 Actions to be taken in the event of unavoidable late running are described.
- 7.4 Actions to be taken in the event of breakdown are described.
- 7.5 Actions to be taken in the event of a passenger related incident are described.

<b>Planned review date</b>	31 December 2027
----------------------------	------------------

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	9 April 1996	31 May 2016
Review	2	25 May 1999	31 May 2016
Review	3	24 July 2002	31 May 2016
Review	4	20 May 2011	31 December 2019
Review	5	16 April 2015	31 December 2023
Review	6	26 May 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0014
--	------

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](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.