

Title	Administer school bus services		
Level	4	Credits	5

Purpose	<p>This unit is intended for personnel from companies contracted to provide school bus services.</p> <p>People credited with this unit standard are able to: plan liaison with appropriate authorities on issues regarding school bus services; monitor behaviour of pupils and drivers in buses; assess the safety of bus stopping places for new pupils joining routes; monitor compliance of school bus signage with legal requirements; describe organisational and legal requirements for processing lost property found on school buses; and brief school bus relief drivers.</p>
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Classification	Commercial Road Transport > Road Transport Operations
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Available grade	Achieved
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Guidance Information

- 1 Legal requirements to be complied with include:
 Carriage of Goods Act 1979;
 Land Transport Rule: Passenger Service Vehicles 1999;
 Land Transport Act 1998;
 Land Transport (Driver Licensing) Rule 1999;
 Land Transport Rule: Heavy Vehicles 2004;
 Land Transport (Road User) Rule 2004.
- 2 Any new, amended or replacement Acts, regulations, Rules, standards, codes of practice, or Land Transport New Zealand requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- 3 Definitions
Controller refers to the person in a school or Education Service Centre responsible for working with bus operators on school bus services.
Education Service Centre refers to the local organisation responsible for contracting out school bus services funded by the Ministry of Education.
Organisational requirements include any legal requirements, standards, codes of practice, organisational and/or site requirements, industry best practices, and manufacturers' instructions. These must be available to candidates, providers, and assessors.

- 4 Further information is available on the Ministry of Education website, <https://www.education.govt.nz/> searching under *school transport*.
- 5 For assessment purposes, activities should be undertaken during one complete school term.

Outcomes and performance criteria

Outcome 1

Plan liaison with appropriate authorities on issues regarding school bus services.

Range schools, and one of – the area Education Service Centre or the local regional council.

Performance criteria

- 1.1 Meetings with controller are programmed in accordance with organisational requirements.
- 1.2 Issues to be discussed with controller are explained in terms of fulfilling contracted service obligations.

Range includes but is not limited to – timetables for buses; ensuring pupils are on time; dates of holidays and teacher-only days; discipline; procedures for notification of changes to route, pupils, or bus-stops; potential unruly passengers.

Outcome 2

Monitor behaviour of pupils and drivers in buses.

Performance criteria

- 2.1 Pupil behaviour on buses is described in terms of standards required by schools and organisational requirements.
- 2.2 Driver responses to pupil misbehaviour are described in terms of appropriateness for event, in accordance with school and organisational requirements.

Range minor or isolated misbehaviour, continuing misbehaviour, general disorder, repeated serious misconduct.
- 2.3 Maintenance of standards of pupil behaviour by driver(s) is monitored for compliance with school and organisational requirements.
- 2.4 Requests to schools for assessment reports on performance of drivers are made in accordance with organisational requirements.

Outcome 3

Assess the safety of bus stopping places for new pupils joining routes.

Performance criteria

3.1 On-site assessment of proposed stopping places determines their suitability in terms of sufficient space for vehicle to pull off the road, stability of stopped vehicle, and sight lines for children to exit in safety.

Range three stopping places, at least one of which is unsuitable.

3.2 The assessment includes identification of an alternative stopping place for a stopping place that is deemed to be unsuitable.

Outcome 4

Monitor compliance of school bus signage with legal requirements.

Performance criteria

4.1 Legal requirements for school bus signs are described in terms of signs required, positioning on vehicles, and when they are displayed.

4.2 Vehicles are checked for compliance with school bus signage requirements.

Range travelling as a school bus, travelling but not as a school bus, parked beside road, parked off-road.

Outcome 5

Describe organisational and legal requirements for processing lost property found on school buses.

Performance criteria

5.1 The description includes organisational requirements for identifying ownership of property.

5.2 The description includes organisational requirements for returning lost property to rightful owners.

5.3 Storage of unclaimed property at depot is described in terms of legal and organisational requirements.

5.4 The process for disposal of unclaimed property is described in terms of legal requirements.

Outcome 6

Brief relief school bus drivers.

Performance criteria

6.1 Specific requirements for each service are given to relief driver before trip commences to maintain quality of regular services.

Range route, pupils, stops, timetable.

6.2 Feedback from relief drivers on performance of service is obtained on return to depot and remedial actions taken where necessary.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 April 2001	31 December 2022
Review	2	27 July 2005	31 December 2022
Review	3	29 April 2021	31 December 2022

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>.