

Bus pre-departure and end-of-shift procedures

June 2020

Introduction

Clause 15(a) of the Passenger Transport (General) Regulation 2017 requires operators to ensure that buses are safe and roadworthy at all times. As part of that obligation, operators are required to ensure that daily pre and post shift safety checks of vehicles are undertaken to confirm the roadworthiness of each vehicle.

This requires operators to develop and implement procedures for both:

- Pre-departure safety checks as part of the sign-on procedure
- End-of-shift procedure as part of the sign-off procedure

Visual pre departure safety checks should include checking normal bus operational functions such as lights, indicators, tyres, wheel nuts, mirrors, gauges and panel damage.

End of Shift procedures should include a visual inspection inside the bus to ensure no one is left on board, as well as the reporting of any defects or damage to the supervisor.

Notices

Information Alerts issued by Transport for NSW also require operators to ensure:

- The security of wheels on buses and the correct tensioning of wheel nuts.
- Drivers carry out a visual inspection of wheel nuts as part of both their pre departure and end of shift procedures.

Requirements

Accredited bus operators must ensure, as a condition of their accreditation, to have in place the appropriate systems and tools to reduce or eliminate the possibility or recurrence of bus safety incidents and accidents across NSW.

The driver must undertake a thorough internal and external inspection of their vehicle as part of the sign-on and sign-off procedures.

Operators are required to:

- a) Develop a pre-departure checklist to assist drivers to carry out a visual safety inspection of the bus prior to the vehicle commencing a public passenger service.
- b) Develop and implement documented end-of-shift procedures.

Operators must include pre-departure and end-of-shift procedures in their staff induction checklist and ensure that all drivers are fully briefed on the need to undertake pre-departure and end-of-shift checks.

Contact us

If you have any questions or would like more information, please contact the Bus Safety Officer, Transport for NSW on the below details:

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 BusSafetyInformation@rms.nsw.gov.au