

Bus Safety Guidance  
Maximum Number of Passengers

**EMERGENCY EXIT**



**MAXIMUM SAFE CARRYING  
CAPACITY 24 PASSENGERS**

TWMSCCP

TRANSOL

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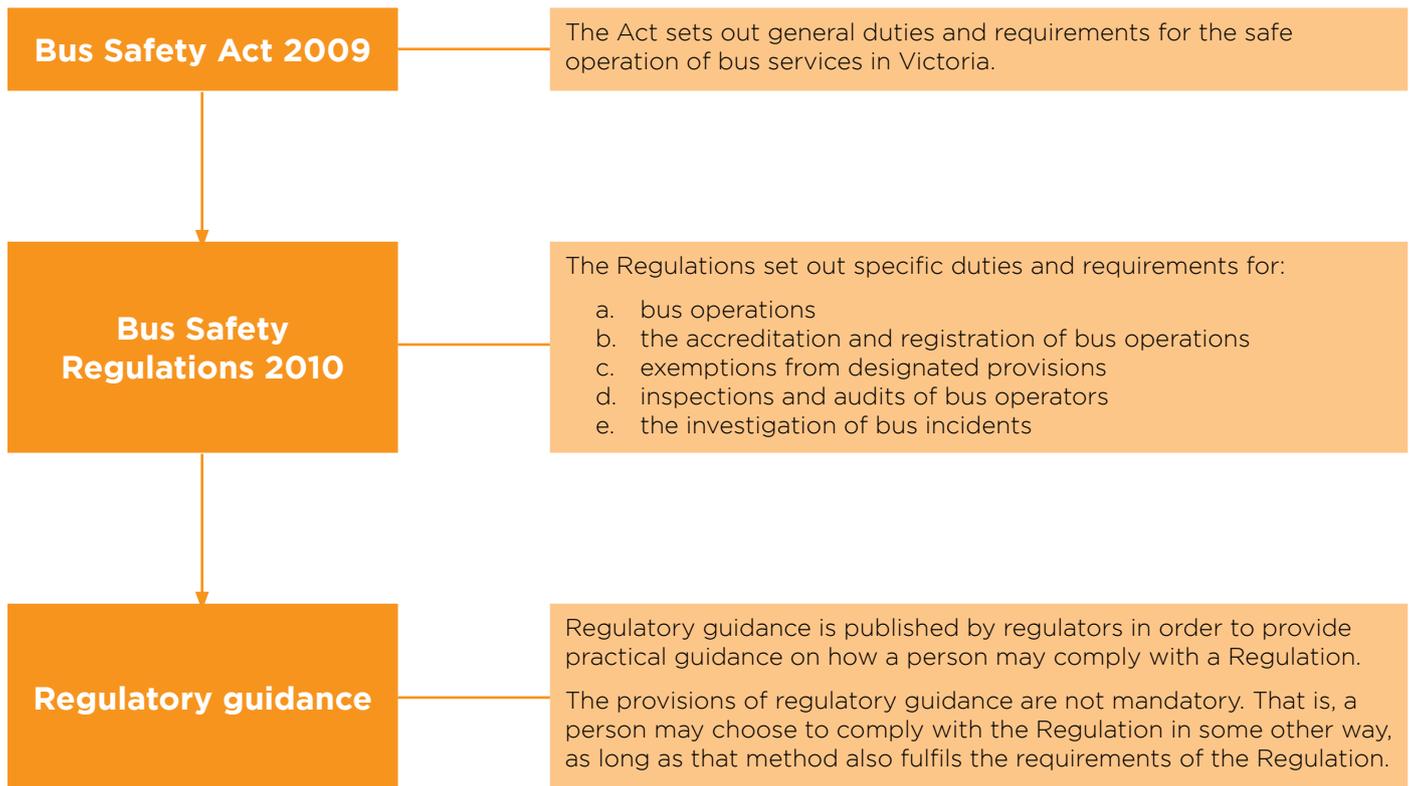
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# The legislative framework



## This guidance is in five parts:

- **Part One** describes the background, purpose, and application of the guidance and definitions used in the guidance.
- **Part Two** provides a methodology for calculating the maximum number of adult passengers that may be safely carried on a bus.
- **Part Three** identifies where signage stating the maximum number of passengers that may be safely carried on the bus is to be displayed on and in a bus.
- **Appendix 1** – Table for determining maximum number of passengers that can be safely carried on a bus.
- **Appendix 2** – selected worked examples for calculating safe carrying capacity.

# PART ONE

## 1.1 Background

Item 7 of Schedule 1 of the *Bus Safety Regulations 2010* (Vic) requires that all buses built with seating positions for 13 or more adults, including the driver, must have notices on or in the bus which clearly show the maximum number of passengers that may be safely carried on the bus. A minimum two notices must be displayed – one inside the bus in a location that is clearly visible to the driver and one in a conspicuous position on the outside of the rear of the bus.

Bus Safety Regulation 5 requires the operator of a bus service to determine the maximum number of passengers that may be safely carried on the bus and to maintain a record of the number so determined.

Regulation 5 also requires that the maximum number of passengers that may be safely carried on a bus must be either:

- the carrying capacity of the bus as specified on the manufacturer's compliance plate affixed to the bus, or
- the carrying capacity specified on a certificate issued by a licensed bus tester.

## 1.2 Purpose

The purpose of this guidance is for determining, recording and displaying the maximum number of passengers that may be safely carried on a bus.

## 1.3 Application

This guidance applies to bus operators and licensed bus testers when they are determining the maximum number of passengers that may be safely carried on their bus.

- For bus operators – where a manufacturer's compliance plate is affixed to their bus and the compliance plate records a number against SEATS and their bus is neither designed to carry standees nor built with or modified to accommodate wheelchair positions.
- For licensed bus testers – when requested by a bus operator to issue the operator a certificate specifying the number of passengers that may be safely carried on the operator's bus.

## 1.4 Definitions

<i>Bus</i>	A motor vehicle that has been built with seating positions for 10 or more adults (including the driver) and to comply with the Australian Design Rules for a passenger omnibus (within the meaning of the Rules).
<i>Carrying capacity</i>	The maximum number of adult passengers that may be carried on a bus
<i>Single seat</i>	A structure which may or may not be integral with the vehicle structure complete with trim, intended to seat one adult person.
<i>Bench seat</i>	A structure which may or may not be integral with the vehicle structure complete with trim, intended to seat more than one adult person with each adult person occupying not less than a 400mm width of the bench seat.
<i>Compliance plate</i>	The identification plate affixed to a motor vehicle in accordance with the Administrator of Vehicle Standards' Circular 0-3-2 (issue 12, June 2010).
<i>Seating capacity</i>	The number of seated adult passengers which the vehicle is designed to carry and for which seat positions are provided (identified on the vehicle's identification plate as "SEATS X" where "X" is the number of adult seating positions provided in the vehicle including the driver's position).

## 1.5 Caveats

Maximum passenger numbers are to be calculated as adult passengers only.

Where a bus is fitted with a seat or seats that fold up to provide floor space for a wheelchair or wheelchairs, the floor area normally covered by the seat or seats when in the down position must not be included when determining the plan view floor space available for standing passengers.

Simply complying with Regulation 5 – whether through utilising the methodology provided in the guidance or by some other method – does not excuse an operator from their primary obligation to ensure, so far as reasonably practicable, the safety of each of their bus services. Other risk factors that operators must also consider are whether the overall passenger mass may overload the bus (that is, exceed the gross vehicle mass) and the environment, road and traffic conditions that may be encountered during the bus service.

# PART TWO

## 2.1 Methodology for determining the maximum number of passengers that may be safely carried on a bus

The table at Appendix 1 is to be used to determine the maximum number of passengers that can be safely carried on a bus.

Columns numbered 1, 2 and 3 categorise buses respectively by **passenger seating type**; by whether the bus is **designed to carry standees**; and, by whether the bus has been **built with or modified for wheelchair positions**.

Column number 4 provides the primary (1) and secondary (2) methods to be used to determine the maximum number of adult passengers that may be safely carried on a bus meeting the criteria listed in columns 1, 2 and 3.

### METHODOLOGY:

**STEP 1 - Using the descriptions in column 1 of Appendix 1, identify which passenger seat description best identifies the type of passenger seats fitted to the bus.**

For example: for a bus with “bench seats without seatbelts” rows C, H, M and R best describe the type of seating fitted to the bus.

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
C	Bench seats without seatbelts	No	No	1. Seating capacity as identified on the bus' compliance plate less one for the driver. Or 2. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat in the event the bus' compliance plate does not identify seating capacity.
H	Bench seats without seatbelts	Yes	No	1. Seating capacity as identified on the bus' compliance plate less one for the driver plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided. Or 2. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity.
M	Bench seats without seatbelts	No	Yes	1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions). Or 2. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat plus the number of wheelchair positions in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
R	Bench seats without seatbelts	Yes	Yes	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions) plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided.</p> <p>Or</p> <p>2. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat plus the number of wheelchair positions plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>

**STEP 2 -**

**Next identify whether the bus is designed to carry standing passengers**

For example: Rows H and R would be eliminated were the bus not designed to carry standing passengers, leaving only Rows C and M.

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
C	Bench seats without seatbelts	No	No	<p>1 Seating capacity as identified on the bus' compliance plate less one for the driver.</p> <p>Or</p> <p>2 The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat in the event the bus' compliance plate does not identify seating capacity.</p>
M	Bench seats without seatbelts	No	Yes	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions).</p> <p>Or</p> <p>2. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat plus the number of wheelchair positions in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>

**STEP 3 -**

**Next identify whether the bus is designed with, or modified to, accommodate wheelchair positions.**

For example: Row M would be eliminated if the bus is not designed, or modified, to accommodate wheelchair positions: leaving only Row C.

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
C	Bench seats without seatbelts	No	No	1 Seating capacity as identified on the bus' compliance plate less one for the driver. Or 2 The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat in the event the bus' compliance plate does not identify seating capacity.

**STEP 4 -**

**Identify whether the seating capacity is identified on the compliance plate affixed to the bus.**

If the compliance plate does identify the seating capacity, then the number of passengers that can be safely carried on the bus is given by Row C Column 4 Point 1 *Seating capacity as identified on the bus' compliance plate less one for the driver.*

If the compliance plate does not identify the seating capacity, then the number of passengers that can be safely carried on the bus is given by Row C Column 4 Point 2 *The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat.*

NOTE 1: When dividing the total length of bench seating available by 400mm to determine the number of adult passengers that can be accommodated, the final number of passengers must be rounded down. For example: the total available width of bench seating on a bus measures 8,300mm. When this available width is divided by 400mm — being the width of each adult seating position — an answer is given of 20.75. This answer is to be rounded down to 20 available seating positions.

NOTE 2: When calculating the number of standing passengers for buses designed to carry standees, the number of passengers so calculated must be **ROUNDED DOWN** to a whole number. For example, a bus designed to carry seated and standing passengers standees has 30 category 1 seats and a standing passenger plan view floor space of 3 square metres. Based on 6.25 standees per square metres, the allowable number of standing passengers for the available floor space is 18.75 standees. The number of standing passengers to be counted for the **maximum number of adult passengers that may be safely carried on the bus** is the number of seated passengers (30) plus 18 standing passengers giving a total of 48 passengers.

NOTE 3: Where a bus is fitted with a combination of single and bench seats and only the bus driver's seat is fitted with a seatbelt, the seating description **"A mix of single and bench seats without seatbelts"**, should be used in determining passenger numbers.

## PART THREE

### 3.1 Displaying maximum number of passenger notices

A bus with seating positions for 13 or more adult passengers, including the driver, must display notices identifying the maximum number of adult passengers that may be safely carried on the bus.

These notices must use letters that are at least 25 millimetres high and of proportionate width.

The text of the notices must state “MAXIMUM SAFE CARRYING CAPACITY XX PASSENGERS” where the “xx” is the number determined in accordance with the methodology in Part One above.

A minimum of two notices must be displayed on the bus as follows:

- one inside the bus in a location that is clearly visible from the driver’s seating position
- one in a conspicuous position on the outside of the rear of the bus.

### 3.2 Circumstances where maximum number of passenger notices are not required

A bus with seating positions for 13 or more adult passengers, including the driver, that:

- is registered in a State or Territory other than Victoria;
- is used to provide a bus service in Victoria;
- is operated by a bus operator accredited or licensed or registered in another State or Territory other than Victoria;
- the regulator of that State or Territory requires the bus operator to display notices on the bus that specify the number of passengers that may be carried on the bus is not required to display notices in accordance with this Guidance.

# APPENDIX 1

TABLE FOR DETERMINING MAXIMUM NUMBER OF PASSENGERS THAT MAY BE SAFELY CARRIED ON A BUS

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
A	Single seats with or without seatbelts	No	No	1. Seating capacity as identified on the bus' compliance plate less one for the driver. Or 2. The number of adult passenger single seats fitted in the bus in the event the bus' compliance plate does not identify seating capacity.
B	Bench seats with seatbelts	No	No	1. Seating capacity as identified on the bus' compliance plate less one for the driver. Or 2. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying a seat with a seatbelt in the event the bus' compliance plate does not identify seating capacity.
C	Bench seats without seatbelts	No	No	3. Seating capacity as identified on the bus' compliance plate less one for the driver. Or 4. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat in the event the bus' compliance plate does not identify seating capacity.
D	A mix of single and bench seats with seatbelts	No	No	1. Seating capacity as identified on the bus' compliance plate less one for the driver. Or 2. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying a seat with a seatbelt in the event the bus' compliance plate does not identify seating capacity.
E	A mix of single and bench seats without seatbelts	No	No	1. Seating capacity as identified on the bus' compliance plate less one for the driver. Or 2. The number of adult passenger single seats plus the number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat in the event the bus' compliance plate does not identify seating capacity.

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
F	Single seats with or without seatbelts	Yes	No	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided.</p> <p>Or</p> <p>2. The number of adult passenger single seats fitted in the bus plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity.</p>
G	Bench seats with seatbelts	Yes	No	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided.</p> <p>Or</p> <p>2. The number of adult passengers that the bench seating can accommodate with each seated passenger occupying a seat with a seatbelt plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity.</p>
H	Bench seats without seatbelts	Yes	No	<p>3. Seating capacity as identified on the bus' compliance plate less one for the driver plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided.</p> <p>Or</p> <p>4. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity.</p>

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
I	A mix of single and bench seats with seatbelts	Yes	No	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided.</p> <p>Or</p> <p>2. The number of adult single seats fitted in the bus plus the number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying a seat with a seatbelt plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity.</p>
J	A mix of single and bench seats without seatbelts	Yes	No	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided.</p> <p>Or</p> <p>2. The number of adult single seats fitted in the bus plus the number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity.</p>
K	Single seats with or without seatbelts	No	Yes	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions).</p> <p>Or</p> <p>2. The number of adult single seats fitted in the bus plus the number of wheelchair positions in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
L	Bench seats with seatbelts	No	Yes	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions).</p> <p>Or</p> <p>2. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying a seat with a seatbelt plus the number of wheelchair positions in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>
M	Bench seats without seatbelts	No	Yes	<p>3. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions).</p> <p>Or</p> <p>4. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat plus the number of wheelchair positions in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>
N	A mix of single and bench seats with seatbelts	No	Yes	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions).</p> <p>Or</p> <p>2. The number of adult single seats fitted in the bus plus the number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying a seat with a seatbelt plus the number of wheelchair positions plus the number of wheelchair positions in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>
O	A mix of single and bench seats without seatbelts	No	Yes	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions).</p> <p>Or</p> <p>2. The number of adult single seats fitted in the bus plus the number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat plus the number of wheelchair positions plus the number of wheelchair positions in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
P	Single seats with or without seatbelts	Yes	Yes	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions) plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided.</p> <p>Or</p> <p>2. The number of adult single seats fitted in the bus plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>
Q	Bench seats with seatbelts	Yes	Yes	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions) plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided.</p> <p>Or</p> <p>2. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying a seat with a seatbelt plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
R	Bench seats without seatbelts	Yes	Yes	<p>3. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions) plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided.</p> <p>Or</p> <p>4. The number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat plus the number of wheelchair positions plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>
S	A mix of single and bench seats with seatbelts	Yes	Yes	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions) plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided).</p> <p>Or</p> <p>2. The number of adult single seats fitted in the bus plus the number of passengers that the bench seating can accommodate with each seated adult passenger occupying a seat with a seatbelt plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
T	A mix of single and bench seats without seatbelts	Yes	Yes	<p>1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions) plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided.</p> <p>Or</p> <p>2. The number of adult single seats fitted in the bus plus the number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat plus the number of wheelchair positions plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.</p>

## APPENDIX 2

### CALCULATING MAXIMUM SAFE CARRYING CAPACITY WORKED EXAMPLES

Please refer to Appendix 1 when reading these examples and considering how they apply to your operation.

#### Example 1

John Doe is an accredited bus operator providing a school bus service in north east Victoria using a 22 seat Toyota Coaster. In John's region there is a growing demand for eco-tourism and John decides to acquire a larger bus to tap into this growing market. John purchases a large coach. The coach is fitted with single adult seats fitted with seatbelts. The bus is not designed for standing passengers and has no capacity to accommodate wheelchairs.

The compliance plate affixed to John's new coach has the number 49 stamped beside SEATS.

In order to determine the maximum number of passengers that may be safely carried on his new bus John identifies that only row A has seating and bus design descriptions (in columns 1, 2 and 3) that conform to his new bus.

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
A	Single seats with or without seatbelts	No	No	1. Seating capacity as identified on the bus' compliance plate less one for the driver. Or 2. The number of adult passenger single seats fitted in the bus in the event the bus' compliance plate does not identify seating capacity.

Using row A John determines that the maximum number of passengers that may be safely carried on his new bus is 48 – that is 49 as listed on the compliance plate less one for the driver (that is row A column 4 point 1).

John records the safe carrying capacity in his Management Information System and arranges for **MAXIMUM SAFE CARRYING CAPACITY 48 PASSENGERS** signs to be displayed on his new bus – one sign inside the bus in a location that is clearly visible to the driver and one sign in a conspicuous position on the outside of the rear of the bus.

## Example 2

ABC Bus Lines Pty Ltd provides route bus services in a regional town. Each of ABC's buses is fitted with 30 single adult seating positions in the rear half of each bus and designed to carry standing passengers in the front half of each bus. Floor area for standees measures 3 square metres. Only the driver's seat is fitted with a seatbelt. ABC Bus lines buses are not designed, or modified, to accommodate wheelchairs.

The compliance plates affixed to each ABC bus has the number 31 stamped beside SEATS.

To determine the maximum number of passengers that may be safely carried, ABC Bus Line's responsible person requests a licensed bus tester to issue a certificate specifying the maximum number of passengers that may be safely carried on each ABC bus. The licensed bus tester identifies that only row F has seating and bus design descriptions in columns 1, 2 and 3 of Appendix 1 that conform to the seating in his new bus.

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
F	Single seats with or without seatbelts	Yes	No	<p>3. Seating capacity as identified on the bus' compliance plate less one for the driver plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided.</p> <p>Or</p> <p>4. The number of adult passenger single seats fitted in the bus plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided in the event the bus' compliance plate does not identify seating capacity.</p>

Using row F, the licensed bus tester determines that the maximum number of passengers that may be safely carried on ABC buses is 31 less one for the driver plus 6.25 passengers per square metre of available plan view floor space including aisles and other floor areas rearward of the driver's seat which are not less than 380mm in width and have a gradient of not more than 1 in 16 and do not include steps at doorways or the space 200mm in front of seat cushions or areas where hand holds are not provided (that is row F column 4 point 2). As the available plan view floor space is 3 square metres this means that maximum number of passengers that may be safely carried is 48 passengers (30 seated passengers plus 18 standees).

The licensed bus tester issues a certificate to the ABC Bus Lines' Responsible Person specifying that 48 passengers may be safely carried on each ABC bus.

ABC Bus lines' Responsible Person arranges for the **MAXIMUM SAFE CARRYING CAPACITY 48 PASSENGERS** signs to be displayed on each ABC bus – one sign inside each bus in a location that is clearly visible to the driver and one sign in a conspicuous position on the outside of the rear of each bus.

Note: the number of standees is determined by multiplying 6.25 by the number of square metres of available plan view floor space – in this example that is  $6.25 \times 3 = 18.75$  – and then ROUNDING DOWN to the nearest whole number which is 18 standees.

### Example 3

Xanadu College is a registered bus operator which operates five buses that are used to transport students between each of its three campuses. The buses are also occasionally used to transport students on school excursions. Including the driver’s seat, each bus is fitted with six single seats along the left side of the bus and six bench seats along the right side of the bus.

The Xanadu buses are not designed to carry standees or wheelchairs.

The compliance plate affixed to each of the Xanadu College buses lists SEATS as 19.

At Xanadu College the bursar is responsible for managing all matters concerning the operation of the school’s five buses.

To determine the maximum number of passengers that may be carried on each of the College’s buses, the bursar identifies that only row E has seating and bus design descriptions in columns 1, 2 and 3 of Appendix 1 that conform to the seating in the Xanadu College buses.

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
E	A mix of single and bench seats without seatbelts	No	No	3. Seating capacity as identified on the bus’ compliance plate less one for the driver. Or 4. The number of adult passenger single seats plus the number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat in the event the bus’ compliance plate does not identify seating capacity.

Using row E the bursar determines that the maximum number of passengers that may be safely carried on each Xanadu College bus is 18 (that is 19 less one for the driver in accordance with row E column 4 point 1).

The bursar arranges for the **MAXIMUM SAFE CARRYING CAPACITY 18 PASSENGERS** signs to be displayed on each Xanadu College bus – one sign inside each bus in a location that is clearly visible to the driver and one sign in a conspicuous position on the outside of the rear of each bus.

## Example 4

AW Pty Ltd owns three medium size buses that are used to transport farm labour employees between AW Pty Ltd's depot and various farm locations. As well as the driver's seat, each bus is fitted with six single seats along the left side of the bus and six bench seats along the right side of the bus. Only the driver's seat is fitted with a seatbelt.

The AW buses are not designed to carry standees or wheelchairs.

The AW Pty Ltd is a registered bus operator and the operations manager is responsible for managing all matters concerning the buses.

The compliance plate affixed to each of the AW buses does not list any number against SEATS.

To determine the maximum number of passengers that may be carried on each AW bus buses, the operations manager identifies that only row E has seating and bus design descriptions in columns 1, 2 and 3 of Appendix 1 that conform to the seating in the AW buses.

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
E	A mix of single and bench seats without seatbelts	No	No	1. Seating capacity as identified on the bus' compliance plate less one for the driver. Or 2. The number of adult passenger single seats plus the number of adult passengers that the bench seating can accommodate with each seated adult passenger occupying not less than a 400mm width of a bench seat in the event the bus' compliance plate does not identify seating capacity.

AW Pty Ltd's operations manager requests a licensed bus tester to issue a certificate specifying the maximum number of passengers that may be safely carried on each AW bus.

The licensed bus tester determines that the total available width of the bench seating is 4,920mm (each bench seat being 820mm in width).

Using row E the licensed bus tester determines that the maximum number of passengers that may be safely carried on each AW bus is the number of single seats less one for the driver plus the total bench seat width in millimetres divided by 400m, that is:

- 7 single seats less one for the driver = 6.
- plus  $4920\text{mm} / 400\text{mm} = 12.3$  (rounded down to 12).
- giving a maximum carrying capacity of 18 (as per row E column 4 point 2).

The licensed bus tester issues a certificate to AW Pty Ltd's operations manager specifying that 18 passengers may be safely carried on each AW bus.

The operations manager arranges for the **MAXIMUM SAFE CARRYING CAPACITY 18 PASSENGERS** signs to be displayed on each AW bus - one sign inside each bus in a location that is clearly visible to the driver and one sign in a conspicuous position on the outside of the rear of each bus.

## Example 5

XYZ Pty Ltd is a tour and charter bus operator who operates ten large buses. Each bus is fitted with 48 single passenger seats with each seat fitted with a seatbelt. There is also two wheelchair positions located immediately behind the bus driver's seat. Each wheelchair position is fitted with restraints that secure the wheelchair to the floor of the bus and extendable seat belts for each wheelchair occupant.

The XYZ buses are not designed to carry standees.

The compliance plate affixed to each of the XYZ buses does not list any number against SEATS.

XYZ Pty Ltd has appointed the company's Manager Tour and Charter Operations as the responsible person for all matters concerning the buses.

XYZ Pty Ltd's Manager Tour and Charter Operations requests a licensed bus tester to issue a certificate specifying the maximum number of passengers that may be safely carried on each XYZ bus.

To determine the maximum number of passengers that may be carried on each XYZ bus, the licensed bus tester identifies that only row K has seating and bus design descriptions in columns 1, 2 and 3 of Appendix 1 that conform to the seating in the XYZ buses.

	1	2	3	4
	Passenger seat type fitted in the bus	Bus designed to carry standing passengers	Bus designed with, or modified to accommodate, wheelchair positions	The maximum number of adult passengers that may be safely carried on a bus
K	Single seats with or without seatbelts	No	Yes	1. Seating capacity as identified on the bus' compliance plate less one for the driver (if the bus was built with wheelchair positions). Or 2. The number of adult single seats fitted in the bus plus the number of wheelchair positions in the event the bus' compliance plate does not identify seating capacity and/or does not include wheelchair positions in the seating capacity number.

Using Row K the licensed bus tester determines that the maximum number of passengers that may be safely carried on each XYZ bus is the number of single passenger seats plus two for the wheelchair positions; that is 50.

The licensed bus tester issues a certificate to XYZ Pty Ltd's Manager Tour and Charter Operations specifying that 18 passengers may be safely carried on each XYZ bus.

The Manager Tour and Charter Operations arranges for the **MAXIMUM SAFE CARRYING CAPACITY 50 PASSENGERS** signs to be displayed on each XYZ bus - one sign inside each bus in a location that is clearly visible to the driver and one sign in a conspicuous position on the outside of the rear of each bus.