



# METHODS OF DEMONSTRATING COMPETENCE POLICY

## WHEN APPLYING FOR BUS OPERATOR ACCREDITATION UNDER THE *BUS SAFETY ACT 2009 (VIC)*

### FOR MORE INFORMATION

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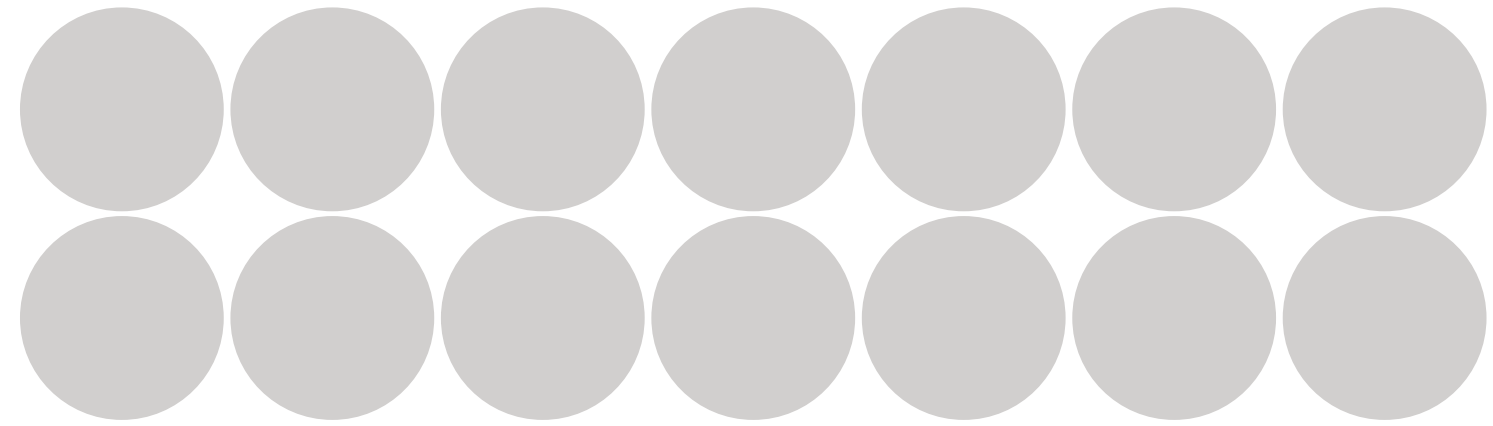
**TO ACCREDIT THE OPERATOR OF A COMMERCIAL BUS SERVICE OR LOCAL BUS SERVICE UNDER THE *BUS SAFETY ACT 2009* (VIC) (BSA), THE DIRECTOR, TRANSPORT SAFETY (SAFETY DIRECTOR) MUST BE SATISFIED THAT THE APPLICANT HAS, AND WILL CONTINUE TO HAVE, THE COMPETENCE AND CAPACITY TO OPERATE A COMMERCIAL BUS SERVICE OR LOCAL BUS SERVICE SAFELY, SEE S 21, *BUS SAFETY ACT 2009* (VIC) (BSA).**

**THIS POLICY SETS OUT THE METHODS BY WHICH AN APPLICANT FOR BUS OPERATOR ACCREDITATION MAY DEMONSTRATE COMPETENCE TO TSV. THESE METHODS ARE SET OUT BELOW.**

## **1 METHOD ONE – UNDERTAKE AND SUCCESSFULLY COMPLETE AN APPROVED TRAINING COURSE:**

The approved training course is the Safety Management Course for Bus Operators (SMC), which is provided by the Institute of Transport Studies, Monash University, through distance learning. The SMC consists of two subjects, Subject 5101 Introduction to Bus and Coach Safety and Subject 5102 Safety Risk Management for Bus and Coach Operations. Enrolment and full course details are available from Monash University's Engineering Facility web page <http://eng.monash.edu.au>.

The Safety Director will consider evidence of successful completion of the SMC as satisfactory demonstration of competence to operate a commercial bus service or local bus service safely. The Safety Director reserves the right to amend this at any time.



## **2 METHOD TWO – PROVIDE A STATEMENT OF COMPETENCE AND EVIDENCE:**

As an alternative to undertaking the SMC, an applicant for bus operator accreditation may provide a statement of competence and supporting evidence which addresses each of the matters listed in Appendix A. The matters listed in Appendix A are the learning outcomes achieved on successful completion of the SMC.

As each bus operator's bus service is unique, applicants for accreditation who are considering method two are strongly recommended to contact TSV's Bus Accreditation and Registration team (T: 1800 223 022) prior to submitting their application. The team will help to clarify the scope and content of their statements of competence and the types of supporting evidence they will be required to submit with their application.

Statements of competence and evidence will be assessed by TSV on a case-by-case basis.



## **3 METHOD THREE – PROVIDE SUFFICIENT OTHER INFORMATION AND EVIDENCE:**

The applicant may also provide other information and evidence to demonstrate that they have the skills and knowledge necessary to safely operate a bus service of the same scale and complexity as the proposed bus service.

Appendix B provides a list of the matters about which an applicant must provide sufficient evidence to demonstrate that they have the necessary skills and knowledge to operate the proposed bus service.

As each bus operator's bus service is unique, applicants for accreditation who are considering method three are strongly recommended to contact TSV's Bus Accreditation and Registration team (T: 1800 223 022) prior to submitting their application. The team will help to clarify the scope and content of the information and evidence they will be required to submit with their application.

This evidence will be assessed by TSV on a case-by-case basis.

The information outlined above is intended as guidance only. Applications for accreditation will be considered on a case-by-case basis. Applicants may be asked to provide further information as evidence that they have the competence to operate the proposed bus service safely depending on the particular circumstances.



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## APPENDIX A: METHOD TWO - DEMONSTRATING COMPETENCE WHEN APPLYING FOR BUS OPERATOR ACCREDITATION

### PART 1: AN APPLICANT FOR BUS OPERATOR ACCREDITATION WILL BE REQUIRED TO PROVIDE A STATEMENT OF COMPETENCE AND SUPPORTING EVIDENCE THAT THEY HAVE SUFFICIENT KNOWLEDGE AND UNDERSTANDING OF SPECIFIC MATTERS.

- The components of the total regulatory framework for the safety management of bus operations in Victoria.
- The new definitions for bus, bus services and qualifications for bus operations, principles of bus safety, bus safety duties and the rules that govern entry and stay in bus operations in Victoria.
- The laws relating to employee fitness for bus operations including those in respect of medical fitness and drug, alcohol and fatigue management.
- The rules stemming from various laws relating to vehicle fitness for bus operations including those in respect of standards and maintenance.
- How to anticipate and act appropriately when confronted by safety challenges in everyday bus operations.
- How to deal responsibly with infrastructure challenges to safe bus operations.
- Measures for addressing corporate governance matters that may impede safe operations.
- The compliance systems required for safe bus operations including a maintenance management system (MMS) and management information system (MIS) and their implementation in one's business.
- The difficulties of accepting and/or introducing a new culture of risk management to one's business and methods for achieving this.
- The risk management principles and guidelines and the principle of 'so far as is reasonably practicable' (SFAIRP).
- The principles of developing a safety policy for bus operations and the steps to be taken in implementing it.
- The principles of risk identification, analysis and evaluation as they relate to bus safety risk management.
- The options available for treating risk and the need for implementing treatment plans.
- The requirement to understand the rules for identifying and acting appropriately when confronted by safety risks in day-to-day operations.
- The recording and reporting of safety risk management in the organisation with emphasis on the role of the safety risk register.
- The importance of monitoring and review and the key role they play in verifying that risk management procedures and processes are existent, effective and have been implemented.
- The process of continuous improvement.
- Incident reporting requirements.
- Bus incident investigation requirements and practices.

### PART 2: AN APPLICANT FOR BUS OPERATOR ACCREDITATION WILL BE REQUIRED TO PROVIDE A STATEMENT OF COMPETENCE AND SUPPORTING EVIDENCE THAT THEY HAVE ADEQUATE SKILLS IN SPECIFIC MATTERS.

- Applying the laws relating to employee fitness for bus operations including those relating to medical fitness and drug, alcohol and fatigue management.
- Applying the laws relating to vehicle fitness for bus operations including those relating to standards and maintenance.
- Applying the rules for anticipating and acting appropriately when confronted by safety challenges in everyday bus operations.
- Dealing responsibly with infrastructure challenges to safe bus operations.
- Addressing corporate governance issues that may impede safe operations.
- Implementing the requirements of MIS and MMS for bus operations and drug and alcohol management in bus operations.
- Managing change to bring about a new culture of safety risk management in the business.
- Preparing and implementing a safety policy appropriate to the bus operation.
- Undertaking the processes of risk identification, analysis and evaluation of hazards and risk in a bus operation environment.
- Undertaking the process of risk treatment and the implementation of associated treatment plans.
- Recording and reporting on safety risk management and to establish and manage a safety risk register.
- Monitoring and reviewing safety risks to ensure that the safety risk management process remains functional and relevant.
- Conducting a process of continuous improvement with the objective of identifying areas for improvement including relevant safety risk management documentation and data.
- Managing incident reporting requirements.
- Conducting bus incident investigations and producing investigation reports.

## APPENDIX B: METHOD THREE - PROVIDE SUFFICIENT OTHER INFORMATION AND EVIDENCE

- Detailed description of the type, scale and key features of the proposed commercial bus service or local bus service.
- The geographical area of proposed bus service.
- The types and carrying capacity of the buses proposed to be used for the bus service.
- The experience, knowledge and skills in bus operations, taking into account the management of associated risks and applicable legislation, of the key personnel who will be responsible for the safety of the proposed bus service. In particular the development, management and maintenance of the operator's maintenance management system and management information system.
- The experience, knowledge and skills of the key personnel who will be responsible for incident management including the reporting and investigation of bus incidents.
- The operator's organisational structure, job descriptions of key management positions, details of training programs and professional development programs.
- Certified copies of relevant course certificates and a description of the course curriculum.

