

Pre-trip inspections

The excerpt from the BSR is as follows:

BSR Sch 4 Pre-trip inspections

4.4.1 Systems and processes for the completion of bus inspections before the first trip, during which passengers may be carried, on each day the bus is used to provide a bus service.

4.4.2 Records of each bus inspection conducted before the first trip, during which passengers may be carried, on each day the bus is used to provide a bus service, including details regarding the following—

- (a) which bus was inspected;
- (b) when the inspection was completed;
- (c) who conducted the inspection;
- (d) what was examined and tested during the inspection;
- (e) the outcome of the inspection including any defects identified.

What does this mean – what do you need to do?

A pre-trip inspection is a visual check of the critical safety components to ensure the bus is safe for operation.

You must have a documented process that details to your bus safety workers how and when to complete a pre-trip inspection. This process should include:

1. A requirement that inspections are completed prior to the first passenger carrying trip on each operating day
2. Clear identification of the person undertaking the inspection, the date, bus details and result of the inspection
3. A system to ensure and record that each bus is checked in accordance with a checklist
4. A checklist that references any documentation deemed appropriate by the operator
5. A requirement that a bus is not operated if any defects are identified

It is up to you as the operator of the bus to decide what to include in a pre-trip inspection as this will vary depending on the kind of bus that you have. The inspection should be sufficiently detailed to cover key aspects of the bus that relate to the safety features of the bus.

Your mechanic can help you determine what those things are. The pre-trip inspection should be able to be carried out easily and by a person with no specialised mechanical knowledge.

Auditors recommend that there should also be disclosures for the driver to acknowledge.

For example:

I acknowledge that as the driver of this vehicle, I:

- Have a current Driver Licence
- Am not under the influence of drugs or alcohol
- Have not taken any medications that may impair my performance
- Am not affected by fatigue

Name: Signature: