

## Accountabilities and authorities

The excerpt from the BSR is as follows:

### **BSR Sch 3.3 Accountabilities and authorities**

Systems, processes, and documentation to ensure that persons who perform bus safety work for the bus operator, or are involved in any activities associated with the management information system, have clearly defined and documented accountabilities and authorities and are informed of those accountabilities and authorities

### **BSR Sch 4.1 Accountabilities and authorities**

Systems, processes, and documentation to ensure that persons who are involved in any activities associated with the maintenance management system, have clearly defined, and documented accountabilities and authorities and are informed of those accountabilities and authorities.

**bus safety work means** an activity that may affect the safety of bus services including—

- (a) driving a bus or activities associated with driving a bus;
- (b) designing, constructing, supplying, repairing, modifying, maintaining, monitoring, examining or testing a bus;
- (c) designing, constructing, supplying, installing, repairing, modifying, maintaining, monitoring, examining or testing equipment in or on a bus;
- (d) setting or altering a schedule or timetable for a bus service;
- (e) a prescribed activity;

**bus safety worker means** a person who has carried out, is carrying out or is about to carry out, bus safety work including a person who is—

- (a) employed or engaged by a bus operator to carry out bus safety work;
- (b) engaged by any other person to carry out bus safety work;
- (c) a trainee;
- (d) a volunteer.

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

This document refers to job descriptions for each of the different types of bus safety worker employed in your business.

For example -

Job Description for:

- Responsible person
- Bus Drivers (includes all school staff that drive buses)
- Mechanic / Maintenance staff

As schools have clearly defined position descriptions for each school role, schools do not need to create new documents. Instead look at your existing position descriptions and include bus-related responsibilities where relevant to those documents.