

# Complying with the Bus Safety Act 2010

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VCTA State Conference  
Bendigo 2011

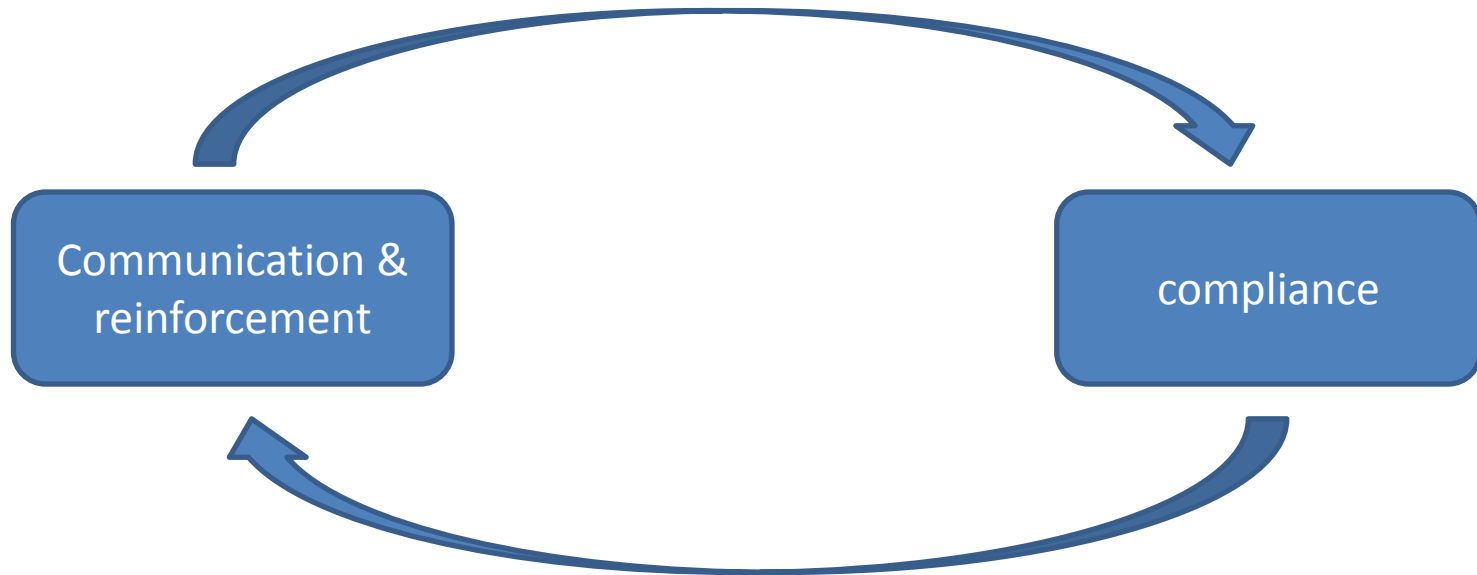
Bus Safety Act 2009



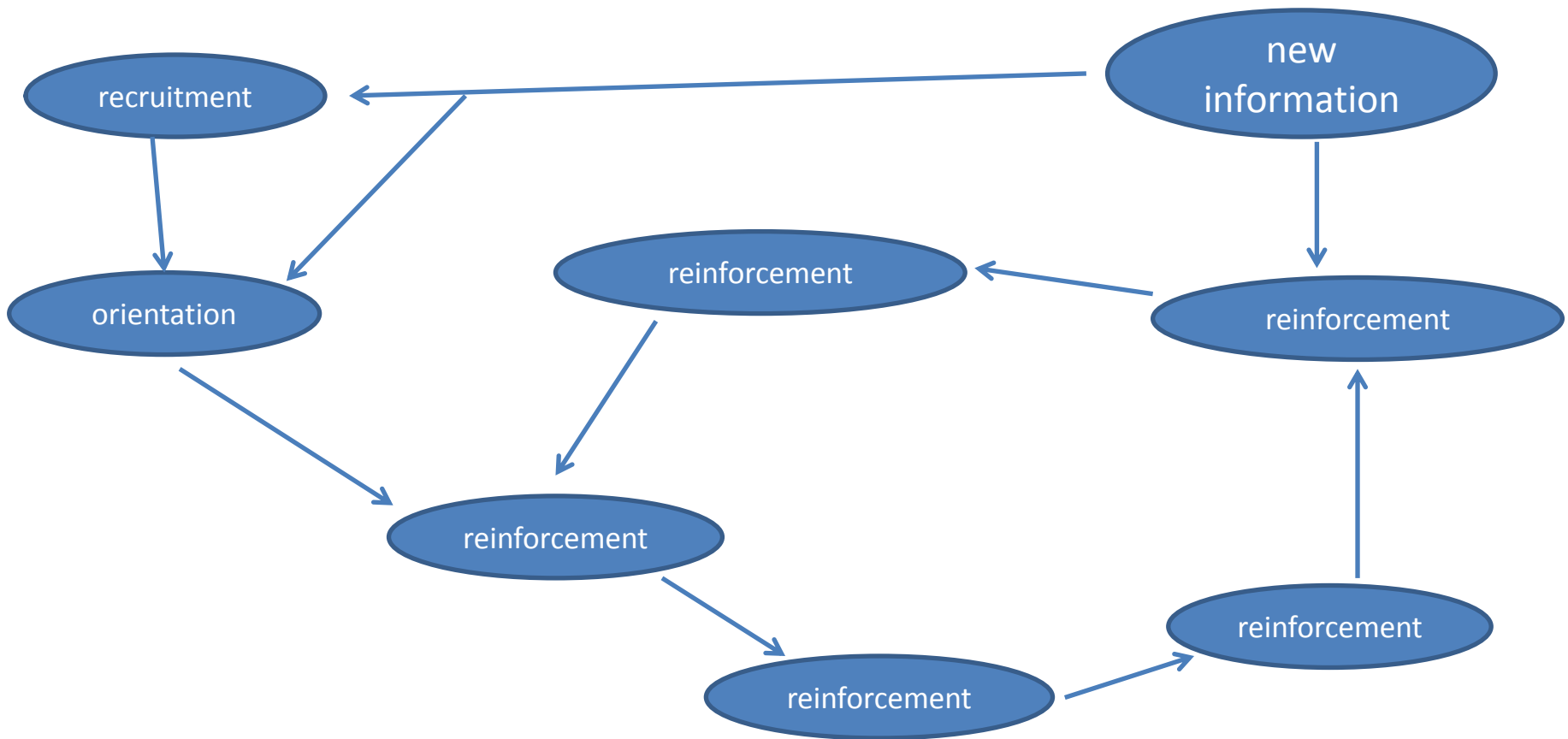
# development of a safety culture

- Identify people affected
- Set the standard from the beginning
- Identify core competencies & key safety behaviours
- “Mirror” best practice

# Maintaining the safety culture




# continuous reinforcement approach



# Bus Safety Act 2009

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## Volunteer Drivers' Medical Certificate

**NAME OF DOCTOR COMPLETING FORM:**

**ADDRESS:**

**PHONE NO:**

**NAME OF BBCH VOLUNTEER DRIVER:**

**ADDRESS:**

**PHONE NO:**

The person named above has been my patient for the following period of time

**Medical Fitness to Drive**  
 This includes consideration of any disease or incapacity, including visual acuity, which would make them unfit to fulfill this position. Medical conditions that can affect driving ability include (but are not limited to):

Diabetes

Seizures and driving

Heart conditions

Neurological conditions eg: stroke, Parkinson's disease, Multiple Sclerosis

Psychiatric disorders eg: sleep apnoea

Visual Impairment

Physical disabilities

Other: please specify .....

The law states that drivers must notify VicRoads if you have or develop a medical condition that may affect your ability to drive safely. Refer to [www.vicroads.vic.gov.au/](http://www.vicroads.vic.gov.au/) for details.

I have read the above and attached Volunteer Driver Position Description. In my professional opinion, I believe that the above person is medically fit to be a volunteer driver.

**YES**, I endorse this statement..... (Please tick if correct)

**NO**, I do not endorse this statement..... (Please tick if correct)  
 Please indicate the reason/s for NO.

**Signed:**

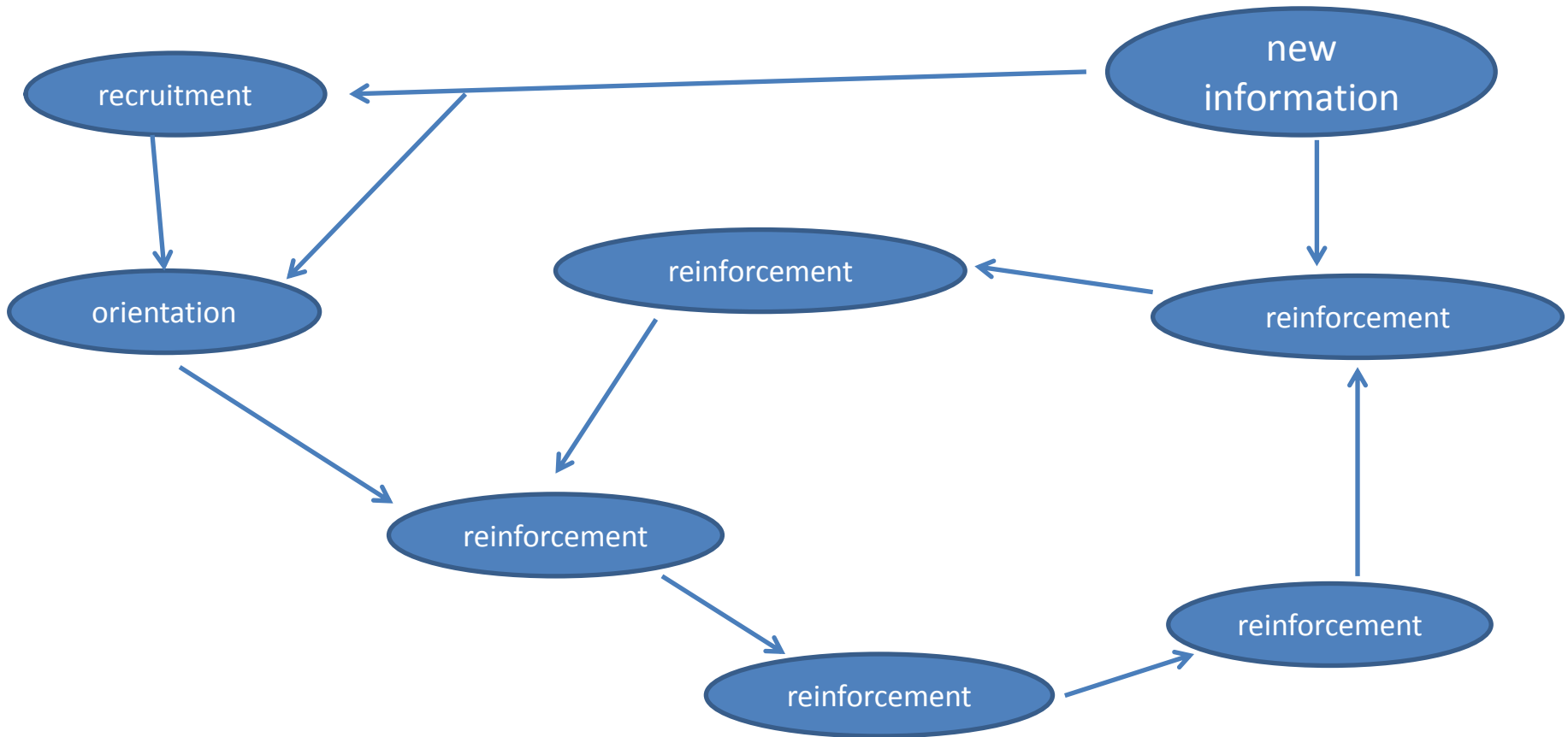
**Date:**

**Consent of Patient to Provision of Information to BBCH**  
 I consent to the release of this information to Benteigh Bayside Community Health.

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Title	Job Description - Volunteer Driver
<b>Classification</b>	Volunteer
<b>Hours</b>	As arranged
<b>Reports to</b>	Volunteer Coordinators
<b>General</b>	A volunteer driver uses a designated vehicle to provide supported door to door transport for clients who, because of frailty, ill-health or disadvantage, are unable to access other public or private transport services
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• To obey the local road laws at all times</li> <li>• To complete vehicle maintenance safety checklist prior to each trip - as required</li> <li>• To ensure the comfort and safety of passengers, including appropriate parking for safe drop off and pick up</li> <li>• To drive clients door-to-door and assist on and off the vehicle</li> <li>• To carefully follow instructions re the pick-up, special needs, transfer, destination and return of the client</li> <li>• To follow pick-up and delivery instructions about vehicles including organisations' requirements for keys and petrol</li> <li>• To keep an accurate record of mileage used</li> <li>• To report to the Volunteer Coordinator any areas of concern</li> <li>• To attend mandatory training sessions</li> <li>• To ensure knowledge of the use of mobility aids (eg folding of walkers, use of restraints, swivel seats, hoists etc)</li> <li>• To ensure list of passengers is accurate. At all times drivers must have a list of names (&amp; addresses) of all people in the vehicle</li> <li>• To ensure vehicle is left in a clean and tidy condition</li> <li>• To report to the Coordinator any defect or concern with the condition of a vehicle</li> <li>• To provide BBCHS with a copy of licence once renewed</li> <li>• To comply with the organisation's OH&amp;S policies and procedures including the wearing of safety vests, compliance with drug and alcohol laws, mobile phone and seat belt use</li> <li>• Current, appropriate driver's licence</li> <li>• Sensitivity to each client's concerns/apprehension about being driven</li> <li>• Understanding of the special needs of people with disabilities, older people and those with mobility issues</li> <li>• Understanding of different cultures and needs of people from non-English speaking backgrounds</li> <li>• Ability to work as part of a cooperative team</li> </ul> <p>Volunteers are required to:</p> <ul style="list-style-type: none"> <li>• Undergo a police check</li> <li>• Provide a medical certificate indicating fitness to drive</li> <li>• Undergo a driver assessment</li> <li>• Attend annual training/refresher programs</li> </ul>

# continuous reinforcement approach



# Bus Safety Act 2009



practice parking.m2ts



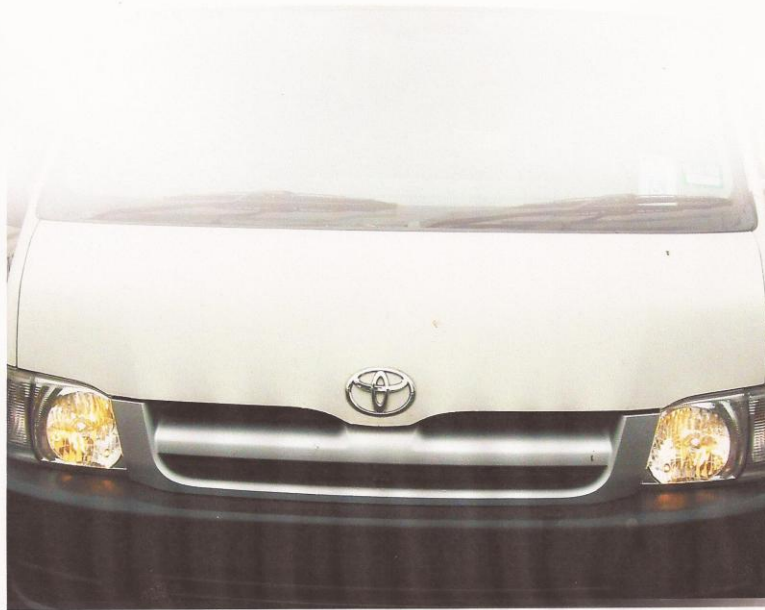
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# Reinforcing safety messages and achieving compliance

- training and information sessions
- Multi media – posters, dvds
- Booklets with illustrations
- Self assessment tools
  - Multiple choice questionnaires
- Checklists
- Signage in buses
- Practical assessments
- Inclusion of volunteers
  - OH&S
- Safety notes
- Client feedback
- Practise skills

Bus Safety Act 2009

**LIGHT UP**  
DURING DAYLIGHT HOURS  
**BE SEEN...BE SAFE**



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PJ Community Innovations

# Reinforcing safety messages and achieving compliance

Passengers must wear  
seat belts at all times

beware of electric step opens  
and closes with door

Height of bus is 2.3 metres

# Reinforcing safety messages and achieving compliance

**1. What is the minimum distance you should remain from the vehicle in front?**

- a) 2 seconds
- b) 3 seconds
- c) 4 seconds
- d) 3 car lengths

**2. ABS brakes help the bus to stop more quickly**

- a) True
- b) False

For a copy of the checklist email me at:

[pjcommunityinnovations@gmail.com.au](mailto:pjcommunityinnovations@gmail.com.au)