

Assessment

Unit standard 15162

Version 5

Level 3

Credit 6



Drive a school bus

Learner name:

MITO ID number:

Workplace supervisor:

Name of business:

Contact phone number:

Learner declaration – pre-assessment

I understand how this assessment will be carried out and what I have to do.

Learner signature: Date:

Assessment outcome

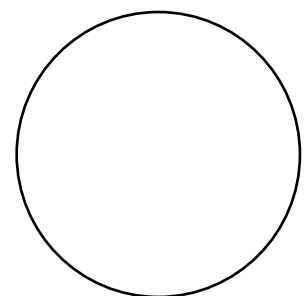
Assessment decision: ☐ Achieved ☐ Not Yet
Achieved

Assessor name:

Assessor signature:

Assessor stamp number:

Assessment date:



Assessor stamp

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Introduction

This assessment covers the following unit standard.

Unit standard	Title	Version	Level	Credit
15162	Drive a school bus	5	3	6

Assessment tasks

There are **five** tasks in this assessment. You **must** complete:

- Task 1 – Practical observation
- Task 2 – Practical observation
- Task 3 – Practical observation
- Task 4 – Practical observation
- Task 5 – Theory questions

You **must** make sure the Workplace verifier declaration is completed.

What you should do

Step 1 Read the assessment information and the instructions for each task.

Step 2 Answer the questions in Tasks 5.

Step 3 Sign the Learner declaration at the end of the assessment.

Step 4 Give your completed assessment to your assessor.

Step 5 Make sure your workplace verifier fills out and signs the form in Task 4.

Once you have signed the Learner declaration at the end of the assessment, give it to your assessor.

Make a copy of your work, and save it. We encourage you to take photos as supporting evidence for any discussion points in the practical tasks.

Assessment conditions

This is an open book theory and practical assessment. This means that you can refer to any documents, manuals or books for help when completing the questions. If you quote or paraphrase any information from any documents for your answers, please reference the document where you got the information from. Your document reference should provide enough information so that the assessor can find the document and the information you

used: e.g. document title, author, publisher or website, page number. Include the document reference at the bottom of your answer.

If you need more space to write your answers, you can write or type your answers on extra sheets of A4 paper. Write your name and MITO ID number on **each** sheet, and clearly identify which question each answer relates to. Attach the extra sheets to the back of this assessment booklet.

Plagiarism

Your answers **must** be your own work. If you are found to have copied someone else's answers, you may not achieve credit for the unit standard.

Reassessment

If you receive a Not Yet Achieved (NYA) result, your assessor will give you feedback on your answer. The feedback will tell you what you need to do to pass your assessment. You might need to give more evidence, and/or you might need to learn more about the subject.

Appeals procedure

If you don't agree with the result of this assessment, talk to your assessor about it.

If you still disagree, you can talk to MITO's Assessment and Moderation team by calling 0800 88 21 21.

If the issue is not resolved, you can make a formal appeal to MITO. You **must** send the appeal to MITO within 20 working days from when you received the result. The email address is assessment.appeals@mito.org.nz.

Feedback

If you have feedback on the tasks or questions in this assessment or the way it is structured, email resourcecomments@mito.org.nz.

Prerequisites

Before starting this assessment, learners **must** have completed:

- Unit 15158, Carry out pre-start vehicle checks on a heavy motor vehicle, prepare vehicle for use, and shut it down or Unit 17676, Carry out a pre-start vehicle check on a vehicle or machine, and start and shut down the vehicle or machine.

Unit standard guidance information

1. Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with company requirements, school requirements and legislative requirements.
2. Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:
Health and Safety at Work Act 2015;
Land Transport Act 1998;
Land Transport (Driver Licensing) Rule 1999;
Land Transport (Road User) Rule 2004;
Land Transport Rule: Operator Licensing 2007; Land Transport Rule: Seatbelts and Seatbelt Anchorages 2002;
Vulnerable Children's Act 2014;
[Low Volume Vehicle Standard 45-60\(00\) Disability Transportation Systems; AS/NZS 4370: 2013 Restraint of Children with disabilities, or medical conditions, in motor vehicles;](#)
[AS/NZS 3856.1:1998 Hoists and ramps for people with disabilities – Vehicle mounted – Product requirements;](#)
[AS/NZS 3856.2:1998 Hoists and ramps for people with disabilities – Vehicle mounted – Installation requirements;](#) and any subsequent amendments and replacements.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

3. Definitions

Company requirements refer to instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions, site procedures, industry best practice and legislative requirements.

Impairments or disabilities may be intellectual, psychiatric, physical, neurological or sensory.

Roadside inspection guidelines mean the Roadside inspection guidelines for heavy vehicles (2013), available at <http://www.nzta.govt.nz/resources/roadside-inspection-guide-heavy-vehicles/docs/roadside-inspection-guidelines-heavy-vehicles.pdf>

Safety cushion means a safe operating space around a vehicle; this can be influenced by the driver and includes applying the four and twelve second rules.

4. People who drive passenger service vehicles on a road for hire or reward or a large passenger service vehicle (regardless of hire and reward) must hold a full driver licence appropriate to the vehicle driven and have a Passenger (P) licence endorsement as required by the Land Transport (Driver Licensing) Rule 1999.

5. Passengers must be transported with due attention to the rights and responsibilities of the disabled as outlined in the [Code of Health and Disability Services Consumers' Rights](#), Wellington, Health and Disability Commissioner, 2004.
6. Evidence for all of the outcomes does not need to be collected in one assessment event. Anything that is not able to be collected in a scheduled assessment (due to particular circumstances not arising at the time), can be documented and collected by the learner as those events occur and assessed once the evidence for all outcomes and evidence requirements is available. Evidence for this unit standard should come from naturally occurring events where possible, but simulated assessment events can be used where evidence for particular evidence requirements is proving difficult to source during the assessment period (e.g. managing passenger behaviours or assisting passengers with impairments or disabilities).

Assessor instructions

This practical assessment is designed for you to demonstrate that you are competent to:

- prepare to drive a school bus;
- drive a school bus route;
- manoeuvre a school bus in reverse;
- manage passengers;
- carry out end of shift procedures; and describe incident management actions.

The assessment must be conducted on a road and/or from naturally occurring events where possible. Simulated events can be used where evidence for particular requirements is proving difficult to source during the assessment period (e.g. managing passenger behaviours or assisting passengers with impairments or disabilities).

During the assessment your assessor/verifier may ask questions to check your knowledge of the practical tasks you carry out. These questions will guide you to explaining what you are doing and why. You can provide oral responses to the questions or write them down and give a copy to your assessor/verifier. Example questions are available in the Evidence Guide EG.

Learner instructions

Complete the vehicle and driver details information below and the pre-start checklist over the page:

Vehicle make and model:	
Registration:	
Driver Licence number:	
Driver Licence expiry:	

Task 1 – Prepare a school bus

In this practical task, you will need to prepare to drive a school bus, with your assessor or workplace verifier observing you.

This will involve showing your assessor/worksite verifier that you can prepare a bus ready to drive a school route.

Pre-start checklist

You are required to carry out a pre-use walk-around inspection of a school bus to ensure it is roadworthy. This inspection must be completed immediately before task 2.

- Verbally inform the assessor of the condition of each item as you check it.
- Put a '✓' or 'x' in each box to show whether the item is compliant or operating correctly.
- Write 'n/a' if an item does not apply to your vehicle.
- Record any faults and actions to rectify them.

Initial walk around	Engine	Outside
Vehicle documentation (Licence, CoF, RUL, TSL) <input type="checkbox"/>	Fluid levels <input type="checkbox"/>	Doors <input type="checkbox"/>
Vehicle posture (How the vehicle is sitting) <input type="checkbox"/>	Fluid leaks <input type="checkbox"/>	Latches <input type="checkbox"/>
Missing or loose parts <input type="checkbox"/>	Belts and pulleys <input type="checkbox"/>	Locks <input type="checkbox"/>
Obvious leaks <input type="checkbox"/>	Battery <input type="checkbox"/>	Mirrors and glass <input type="checkbox"/>
Appropriate vehicle signage <input type="checkbox"/>	Hoses <input type="checkbox"/>	Exhaust <input type="checkbox"/>
Exterior cleanliness <input type="checkbox"/>		Wheels and tyres <input type="checkbox"/>
		Splash guards <input type="checkbox"/>
		Lights and reflectors <input type="checkbox"/>
Cabin	On-board checks	Functions (after moving off)
Driving position <input type="checkbox"/>	Communication systems <input type="checkbox"/>	Steering <input type="checkbox"/>
Mirrors <input type="checkbox"/>	Interior cleanliness <input type="checkbox"/>	Brakes <input type="checkbox"/>
Sun visor <input type="checkbox"/>	Fire extinguisher <input type="checkbox"/>	Clutch <input type="checkbox"/>
Seatbelt <input type="checkbox"/>	(location and condition) <input type="checkbox"/>	Transmission <input type="checkbox"/>
Warning devices and gauges <input type="checkbox"/>	Personal checks:	Noise <input type="checkbox"/>
Horn <input type="checkbox"/>	Clean and tidy uniform <input type="checkbox"/>	Record any faults here:
Indicators <input type="checkbox"/>	Personal hygiene/grooming <input type="checkbox"/>	
Windscreen washers <input type="checkbox"/>	Driver identification <input type="checkbox"/>	
Wipers <input type="checkbox"/>	Driver licence <input type="checkbox"/>	
Dash light <input type="checkbox"/>		
Hazard lights <input type="checkbox"/>		
Interior lights <input type="checkbox"/>		

Assessor comments:

Please use this section to comment on each of the points above and how they were conducted and the learners' responses to questions asked by the assessor. Include extra pages as required.

A/NYA ☐

Task 2 – Drive a school bus route

Assessor instructions

Place a '✓' or 'x' in each box as the learner completes each task.

Record overall competence at the bottom of the page.

Route driven	
Route reference number/details:	
Tick as appropriate:	
morning route	<input type="checkbox"/>
afternoon route	<input type="checkbox"/>
return school trip	<input type="checkbox"/>
Route:	start time: finish time:
Hubodometer reading:	start: finish:
Correct route	<input type="checkbox"/>
Complete route is followed	<input type="checkbox"/>
Meets timetable requirements	<input type="checkbox"/>
Pick up and set down requirements are met within correct timings	<input type="checkbox"/>
Passenger admission	
School bus signs put up before first child boards the bus.	<input type="checkbox"/>
Passengers picked up and set down at correct destination.	<input type="checkbox"/>
Vehicle positioning meets passenger safety, legal requirements, and company procedures.	<input type="checkbox"/>
Doors opened and closed and passengers picked up and set down only when vehicle is stationary.	<input type="checkbox"/>
Number of passengers does not exceed Certificate of Loading.	<input type="checkbox"/>
School bus signs removed after last child leaves the bus.	<input type="checkbox"/>
Passenger assistance	
Passengers are positioned safely in accordance with company procedures.	<input type="checkbox"/>
– Where no instructions exist, younger children are seated first.	
– Where no seats are available, standing passengers use hand rails or seat grips.	
Any unsafe or inappropriate behaviour is managed in accordance with school requirements and company procedures (e.g. as per the Ministry of Education's "Safe Behaviour on Buses Guide").	<input type="checkbox"/>
Assistance offered to people with impairments or disabilities meets company procedures (e.g. picking up, securing, and dropping off a passenger in a wheelchair).	<input type="checkbox"/>

Driving safely	
Driving style ensures passenger safety and comfort.	<input type="checkbox"/>
Driving style meets legal requirements.	<input type="checkbox"/>
Two second rule is applied.	<input type="checkbox"/>
Safety cushion is maintained around the vehicle.	<input type="checkbox"/>
Driving techniques demonstrate consideration for other road users.	<input type="checkbox"/>
Mirrors used effectively before and during cornering to avoid collisions.	<input type="checkbox"/>
Vehicle is stopped safely without injury to people, or damage to the vehicle, equipment or property.	<input type="checkbox"/>
Assessor comments: <i>Please use this section to comment on each of the points above and how they were conducted and the learners' responses to questions asked. Include extra pages as required.</i>	
<div style="text-align: right;">A/NYA <input type="checkbox"/></div>	

Task 3 – Manoeuvre a school bus in reverse

Assessor instructions

Place a '✓' or 'x' in each box as the learner completes each task.

Record overall competence at the bottom of the page.

Task	Straight Line	90 Degree left turn
Intended vehicle path is confirmed as free of hazards	<input type="checkbox"/>	<input type="checkbox"/>
Reverse gear selected and drive taken up smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle manoeuvred into a predetermined position: <ul style="list-style-type: none"> • Appropriate use of warning devices and mirrors • Safe operating speed • Engine revs in fuel efficient range • Use of closed circuit television (if fitted) 	<input type="checkbox"/>	<input type="checkbox"/>
Manoeuvre completed safely	<input type="checkbox"/>	<input type="checkbox"/>
Assessor comments: <p><i>Please use this section to comment on each of the points above and how they were conducted and the learners' responses to questions asked. Include extra pages as required.</i></p> <div style="text-align: right;">A/NYA <input type="checkbox"/></div>		

Task 4 – Carry out end of shift procedures

Assessor instructions

Place a '✓' or 'x' in each box as the learner completes each task.

Record overall competence at the bottom of the page.

Vehicle shut down	
Vehicle parked in the correct position and park brake applied	<input type="checkbox"/>
All passengers and possessions cleared from the vehicle	<input type="checkbox"/>
Engine shut down in accordance with manufacturer's instructions	<input type="checkbox"/>
All equipment turned off	<input type="checkbox"/>
Air tanks bled (if fitted)	<input type="checkbox"/>
Any faults rectified or reported	<input type="checkbox"/>
Vehicle checked for cleanliness internally and externally, and cleaned if necessary	<input type="checkbox"/>
Vehicle secured	<input type="checkbox"/>
Administration	
Cash handling and documentation requirements met	<input type="checkbox"/>
Logbook completed (if necessary)	<input type="checkbox"/>
Assessor comments: <i>Please use this section to comment on each of the points above and how they were conducted and the learners' responses to questions asked. Include extra pages as required.</i>	
<div style="text-align: right;">A/NYA <input type="checkbox"/></div>	

Task 5 – Describe incident management actions

Assessor instructions

- Ask the learner the three questions below and record their responses.
- Record overall competence at the bottom of the page.

Question 1

What are your company procedures for dealing with a sick or injured passenger?

Question 2

What must you do if your bus is involved in a crash?

Question 3

What must you do if your bus breaks down?

Learner declaration

I have completed the tasks in this assessment, and I confirm that the evidence I have presented is my own work.

Learner name: _____

MITO ID number: _____

Learner signature: _____

Date: _____

Workplace verifier declaration

Learner name _____

I have observed the learner as they completed these tasks. I have viewed their evidence, and I can confirm the following.

Please tick (✓) the box and initial to confirm	
All the evidence the learner has provided in this document is entirely their own work, as outlined in each of the tasks of this assessment.	<input type="checkbox"/> _____ initial
The learner <ul style="list-style-type: none"> driver is appropriately licenced to drive passenger service vehicles on a road for hire or reward or a large passenger service vehicle (regardless of hire and reward) must hold a full driver licence appropriate to the vehicle driven and have a Passenger (P) licence endorsement as required by the Land Transport (Driver Licensing) Rule 1999. 	<input type="checkbox"/> _____ initial
The learner must have previously completed <ul style="list-style-type: none"> Unit 15158, Carry out pre-start vehicle checks on a heavy motor vehicle, prepare vehicle for use, and shut it down or Unit 17676, Carry out a pre-start vehicle check on a vehicle or machine, and start and shut down the vehicle or machine. 	<input type="checkbox"/> _____ initial
The learner follows our organisational procedures for each of these tasks.	<input type="checkbox"/> _____ initial
Comments:	

Verifier name _____

Verifier signature _____

Verifier job title _____

Contact phone number _____ Date ____/____/____

[illegible]

Assessment summary and results

Unit standard ID/outcome or element number	Title and element/outcomes	Assessment method	Achieved / Not Yet Achieved (A/NYA)
US 15162 (version 5)	Drive a school bus		
1	Prepare to drive a school bus	Task 1, Practical observation	
2	Drive a school bus route.	Task 2, Practical observation	
3	Manoeuvre a school bus in reverse.	Task 3, Practical observation	
4	Manage passengers.	Task 2, practical observation	
5	Carry out end of shift procedures.	Task 4, Practical observation	
6	Describe incident management actions.	Task 5, Q1-3 and observation	
Overall result			

Assessor: Record the learner's overall result on the front of this assessment booklet.

Learner name: _____

Date assessment completed: _____ / _____ / _____



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