

Competency	Performance Criteria	Evidence Guide
<p>1: Understand the conditions of Bus Accreditation as defined in the Bus Operator Accreditation System (BOAS).</p>	<p>1.1: The requirements and objectives of the BOAS, as defined in the BOAS Manual for Regular Passenger &amp; Long Distance, Tourist &amp; Charter Services (BOAS Manual) are understood and described for each type of service.</p>	<p>Requirements and objectives defined in each section of the BOAS Manual are identified for each type of service.</p>
<p>2: Understand the relationships, roles and responsibilities of regulatory agencies applicable to the BOAS.</p>	<p>2.1: The role of the Ministry of Transport is understood in relation to the regulation of the NSW bus industry.</p> <p>2.2: The role of the Roads and Traffic Authority is understood in relation to the registration of buses and the requirement for such vehicles to submit to bi-annual heavy vehicle inspections (HVIS).</p> <p>2.3: The relationship of the Independent Transport Safety and Reliability Regulator (ITSRR) with the Ministry of Transport is understood in relation to safety and reliability within the NSW bus industry.</p> <p>2.4: The role of the Office of the Transport Safety Investigator (OTSI) is understood in relation to the monitoring and investigation of bus incidents within NSW.</p>	<p>The Passenger Transport Act 1990 and Passenger Transport (Bus Services) Regulation 2000 are identified as the key legislation applicable to the regulation of the bus industry.</p> <p>The key RTA legislation which applies to the registration of buses in NSW is identified (including methods of determining that a bus has submitted to, and passed bi-annual HVIS inspections).</p> <p>The roles of the Independent Transport Safety and Reliability Regulator (ITSRR) and the Office of the Transport Safety Investigator (OTSI) are described.</p>

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<p>3: Understand the relevant responsibilities of the MoT, the bus operator and the auditor and the relationship between the regulating authority (MoT) and the auditor</p>	<p>3.1: The responsibilities of the MoT with regard to the Accreditation of bus operators and Authorisation of bus drivers are understood and described.</p> <p>3.2. The relationship between the bus auditor, MoT and bus operator are understood and described including:</p> <ul style="list-style-type: none"> <li>• The responsibility for bus operators to complete Annual Audits to ensure BOAS compliance and to submit to an independent audit at least <u>once</u> during a three year period;</li> <li>• The responsibility of the MoT to advise the operators of the timeframe for which the independent audit is to be completed;</li> <li>• That the bus auditor is directly engaged by the operator to undertake the independent audit;; and</li> <li>• The responsibility for the bus auditor to debrief the operator in accordance with the audit findings and to submit a copy of the Audit Report to the MoT in accordance with the procedures contained in the BOAS Auditor Handbook.</li> </ul>	<p>Public passenger services that require accreditation and how to determine whether an operator is appropriately accredited are described.</p> <p>The responsibility of the MoT to administer the issue of Driver Authorities to drivers of public passenger vehicles (including buses) is described.</p> <p>The responsibilities of the bus auditor, MoT and bus operator are described and understood.</p> <p>The BOAS auditing requirements, as defined in the BOAS Auditor Handbook, are described.</p> <p>Options that are available to the MoT should an operator be assessed as being non-compliant following the conduct of an audit are described.</p>
<p>4: Understand basics of risk assessment and risk management</p>	<p>4.1: The general principles of risk assessment and risk management are understood and described.</p> <p>4.2: Practices to identify and manage risks relevant to Bus Operation are understood and described.</p>	<p>General principles of risk assessment and risk management are described and their relevance to BOAS and audit practices demonstrated.</p> <p>Practices used to identify and manage risks in bus operation are described and their application demonstrated.</p>

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5: Understand BOAS method of reporting	5.1: The reporting method defined in the Audit Tool and BOAS Auditor Handbook for BOAS Accreditation is understood and described.	All sections of the BOAS Audit Tool are completed with justification provided for any deviations or omissions.
6: Understand the requirements of a Safety Management System (SMS) as defined in the BOAS	6.1: The SMS guidelines as defined in the BOAS are understood and described.	The essential SMS elements are described and the requirement that an operator has in place an SMS which complies with the BOAS at time of audit is defined.
7: Understand the requirements of a Drug and Alcohol Program as defined in the BOAS	7.1: The Drug and Alcohol Program guidelines as defined in the BOAS are understood and defined.	The essential elements of a Drug and Alcohol Program are described and the requirement that an operator has in place a compliant program at time of audit is defined.
8: Understand the structure of the NSW bus industry	8.1: The structure of the NSW bus industry is understood	<p>The following items are accurately described:</p> <ul style="list-style-type: none"> <li>• the Bus and Coach Association (BCA) is the NSW peak industry body</li> <li>• approx. 80% of the NSW bus industry comprise of operators who operate between one to five vehicles</li> <li>• differences between a 'commercial' and 'non-commercial' contract</li> <li>• operators of 'stretched limousines' which display TV registration and operate under Long Distance Tourist and Charter Accreditation are subject to the BOAS.</li> </ul>