


**Work Health and Safety: Safe Work Practice: Transport
Driver alighting and re-entering bus through driver’s door**

 Risks	Risk Level	Risk Controls
Injury to back, muscle, ligaments, bones from twisting, bending, reaching, fall, trip or slip	Likelihood D Consequence 2 Rating = HIGH	<input checked="" type="checkbox"/> Always use drivers door rather than not over the engine hatch or through bus to bus side door <input checked="" type="checkbox"/> Exercise caution when deciding when to open door <input checked="" type="checkbox"/> Ensure driver is not fatigued by taking breaks and not accepting excessive shift(s)
Bone fracture or other injury from impact with a passing vehicle	Likelihood: E Consequence: 1 Rating = HIGH	<input checked="" type="checkbox"/> Ensure vehicle is off the road <input checked="" type="checkbox"/> Ensure driver is not fatigued by taking breaks and not accepting excessive shift(s) <input checked="" type="checkbox"/> Drivers shirts to be high visibility colour <input checked="" type="checkbox"/> When alighting or re-entering by carriage way exercise caution before deciding to open door

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Motor vehicle Personal Protective Equipment required: Non-slip footwear, high visibility clothing	

Activity	Worker behaviour	Client/other’s behaviour
1. Preparation	a. Driver to consult any written or verbal information about the stop site before commencing the trip run. b. Park bus as safely as possible given traffic conditions. c. Stop bus and apply handbrake. d. Open side door for client (if applicable)	
2. Exit/Enter bus	a. Check traffic using mirrors and own visual check – i.e. look carefully behind – to check passing traffic. b. Wait until there is sufficient break in the flow of traffic to enable the driver to exit the bus via the driver’s door and walk around to the traffic-free side of the bus safely. c. Alight from the bus and walk to the traffic-free side as efficiently as possible, but without undue haste that would increase risk of injury. d. Re-enter bus from carriageway after a visual check shows a sufficient break in the flow of traffic to enable the driver to enter the bus via the driver’s door without undue haste that would increase risk of injury.	
5. Afterwards	a. Complete an Incident Report Form – if necessary	

As at 25/05/2016 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Community Transport	Driver
Day Centre	Activity Officer, Driver

Date for review of safe work practice: May 2019 (or if injury or changes require)

COMPETENCY ASSESSMENT

Driver alighting and re-entering bus through driver's door

Employee _____

Assessor _____

Date _____

Desired Outcome:

To ensure drivers are able to safely exit and enter bus when it is not safe to exit from passenger section side door

Knowledge required:

Performance Criteria	Competence demonstrated	Comment
Preparation		
a. Driver consults any written or verbal information about the stop site before commencing the trip run.		
b. Parks bus as safely as possible given traffic conditions.		
c. Stops bus and applies handbrake.		
b. Opens side door for client (if applicable)		
Exit bus		
a. Checks traffic using mirrors and own visual check – i.e. looks carefully behind – to check passing traffic.		
b. Waits until there is sufficient break in the flow of traffic to enable the driver to exit the bus and walk around to the traffic-free side of the bus safely.		
c. Alights from the bus and walks to the traffic-free side as efficiently as possible, but without undue haste that would increase risk of injury.		
d. Re-enters bus from carriageway after a visual check shows a sufficient break in the flow of traffic to enable the driver to enter the bus via the driver's door without undue haste that would increase risk of injury.		
Afterwards		
a. Complete an Incident Report Form – if necessary		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee Date.....

Signature of assessor Date.....