



MINISTRY OF TRANSPORT

## Information Alert

19 March 2008

Dear Operator

### **“END OF SHIFT” PROCEDURES**

#### **ISSUE:**

An incident recently occurred where a pre-school passenger was left on a school bus at the end of a run.

#### **NOTICE:**

The Ministry of Transport expects bus operators to actively consider the risks involved in their operations and implement appropriate management procedures. As a result, operators are expected to consider the potential for similar incidents to occur in their operations in developing and reviewing their Safety Management Systems.

An example may include a new or revised “end-of-shift” check, which is documented and incorporated into normal business activities.

Operators are also advised that the Ministry of Transport has amended the Audit Tool to incorporate an assessment of “end of shift” procedures into the Bus Operator Accreditation Scheme.

**Bill Grant**  
Director, Transport Operations