# Accountabilities and authorities register

This register records the individuals or organisations responsible for activities required to be undertaken by accredited bus operators.

The individuals or organisations listed below are accountable to the accredited bus operator for certain activities. To complete:

* In the left-hand column, record details of the responsibility or activity.
* In right hand column, record the name, title and/or organisation who will carry out the activity.

|  |  |
| --- | --- |
| Responsibility/activity | Name/title/organisation |
| Maintain accountability/authorities register |  |
| Maintain training register |  |
| Conduct training |  |
| Conduct of pre-trip inspections |  |
| Actioning of defect reports |  |
| Scheduling of maintenance |  |
| Scheduling of vehicle safety inspections |  |
| Scheduling of annual bus safety inspections |  |
| Bus repairs and maintenance |  |
| General maintenance |  |
| Conduct of vehicle safety inspections |  |
| Conduct of annual bus safety inspections |  |
| Internal bus safety audit |  |
| Add additional lines as needed |  |

## Example:

*Sally Smith (a fictitious person) who is the ‘Greentown Secondary College Principal’ (a fictitious accredited bus operator), has adopted and completed the below sample accountabilities/ authorities register to document accountabilities for various activities required for accreditation.*

|  |  |
| --- | --- |
| ***Responsibility/activity*** | ***Name/title/organisation*** |
| *Maintain accountability/authorities register* | *Sally Smith, Principal, Greentown Secondary College* |
| *Maintain training register* | *Sally Smith, Principal, Greentown Secondary College* |
| *Conduct training* | *Sally Smith, Principal, Greentown Secondary College* |
| *Conduct of pre-trip inspections* | *Joe Rogers, Bus Driver, Greentown Secondary College* |
| *Actioning of defect reports* | *Sally Smith, Principal, Greentown Secondary College* |
| *Scheduling of maintenance* | *Sally Smith, Principal, Greentown Secondary College* |
| *Scheduling of vehicle safety inspections* | *Sally Smith, Principal, Greentown Secondary College* |
| *Scheduling of annual bus safety inspections* | *Sally Smith, Principal, Greentown Secondary College* |
| *Bus repairs and maintenance* | *ABC Mechanical Repairs P/L* |
| *General maintenance* | *ABC Mechanical Repairs P/L* |
| *Conduct of vehicle safety inspections* | *ABC Mechanical Repairs P/L* |
| *Conduct of annual bus safety inspections* | *Licensed Bus Testing P/L* |
| *Internal bus safety audit* | *Sally Smith, Principal, Greentown Secondary College* |