# Training register

The training register is a table where you can record the training activity undertaken, who provided the training, the material referenced, the date of the training and the signature of the trainee.

The following person has undertaken training for the activity applicable to their role.

| Role: | Insert role: e.g., Principal, bus driver, cleaner etc | | Person: | Insert person name |
| --- | --- | --- | --- | --- |
| Activity: | Training conducted by: | Reference: | Date: | Signature: |
| Pre-trip inspection |  |  |  |  |
| Defect reporting |  |  |  |  |
| Defect clearance |  |  |  |  |
| Carrying out mechanical repairs / maintenance |  |  |  |  |
| Vehicle safety inspections |  |  |  |  |

(Expand as required).

## Examples:

***Example 1:*** *Greentown Secondary College has the school’s buses maintained and inspected by an external provider. The school has adopted and completed a training register to document relevant competencies.*

| *Role:* | *Bus driver* | | *Person:* | *Joe Rogers* |
| --- | --- | --- | --- | --- |
| *Activity* | *Training conducted by* | *Reference* | *Date* | *Signature* |
| *Pre-trip inspection* | *Sally Smith, Principal* | *Pre-trip inspection checklist & record* | *1/1/2022* | *SS* |
| *Defect reporting* | *Sally Smith, Principal* | *Defect and clearance report* | *1/1/2022* | *SS* |
| *Defect clearance* | *Sally Smith, Principal* | *Defect and clearance report* | *1/1/2022* | *SS* |
| *Carrying out mechanical repair / maintenance* | *Vehicle maintained by external provider* | *N/A* | *N/A* | *N/A* |
| *Vehicle safety inspections* | *Vehicle inspected by external provider* | *N/A* | *N/A* | *N/A* |

***Example 2:*** *This example illustrates how the school would complete the training register table if Sally Smith held qualifications to carry out maintenance and inspections on her own buses.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Role:* | *Bus driver* | | *Person:* | *Joe Rogers* |
| *Activity* | *Training conducted by* | *Reference* | *Date* | *Signature* |
| *Pre-trip inspection* | *Sally Smith, Principal* | *Pre-trip inspection checklist & record* | *1/1/2022* | *SS* |
| *Defect reporting* | *Sally Smith, Principal* | *Defect and clearance report* | *1/1/2022* | *SS* |
| *Defect clearance* | *Sally Smith, Principal* | *Defect and clearance report* | *1/1/2022* | *SS* |
| *Carrying out mechanical repair / maintenance* | *Vehicle maintained by external provider* | *N/A* | *N/A* | *N/A* |
| *Vehicle safety inspections* | *Vehicle inspected by external provider* | *N/A* | *N/A* | *N/A* |