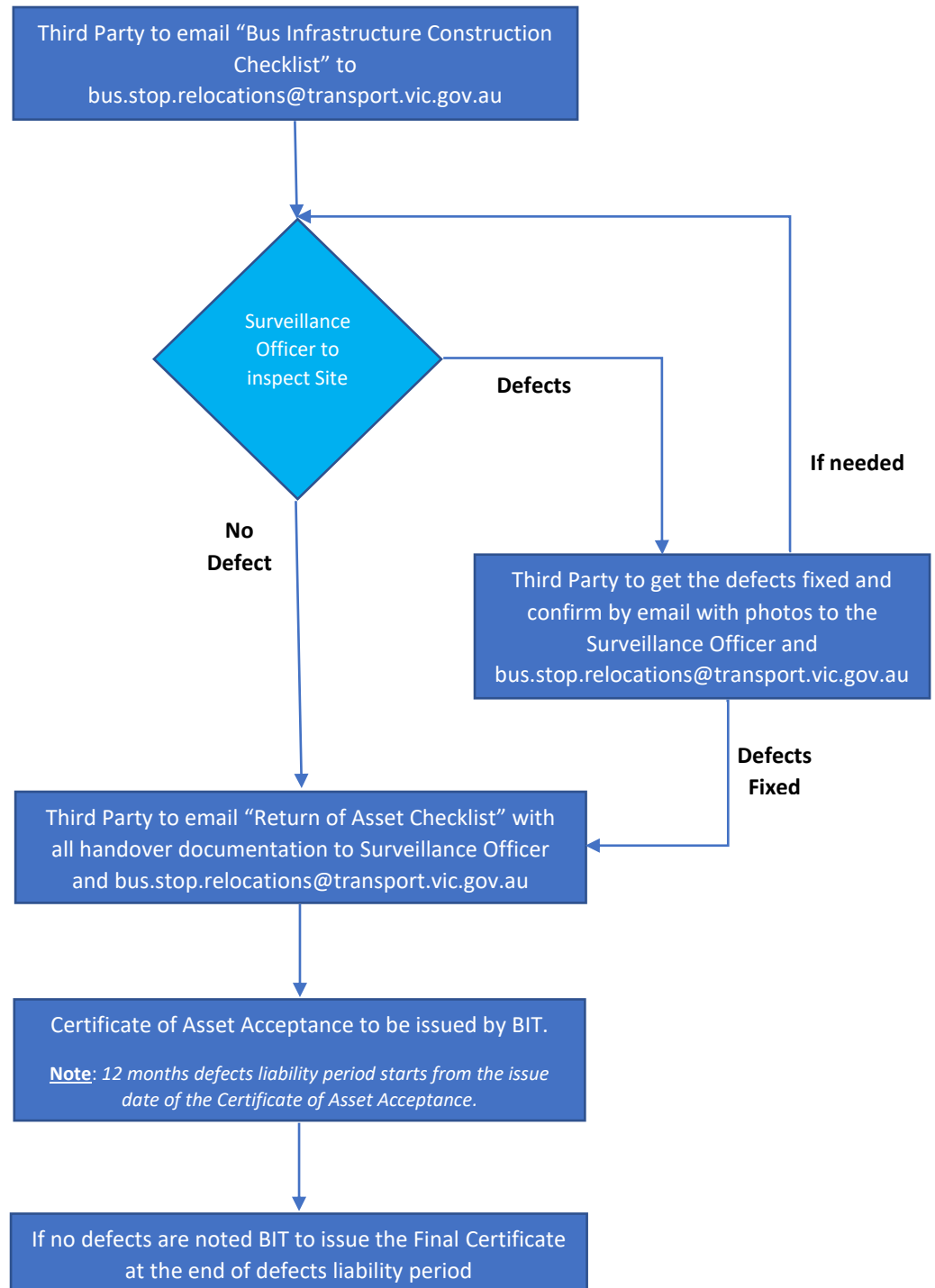# Handover Process for Bus Infrastructure

Bus Infrastructure Team (BIT) manages all Bus Stop infrastructure in Victoria. All newly constructed or modified Bus Stop needs to be approved and built to BIT's requirements. At the completion of the works, all the Bus Stops need to be handed over to BIT through a process. Until then the Bus Stop remains the responsibility of the construction company.
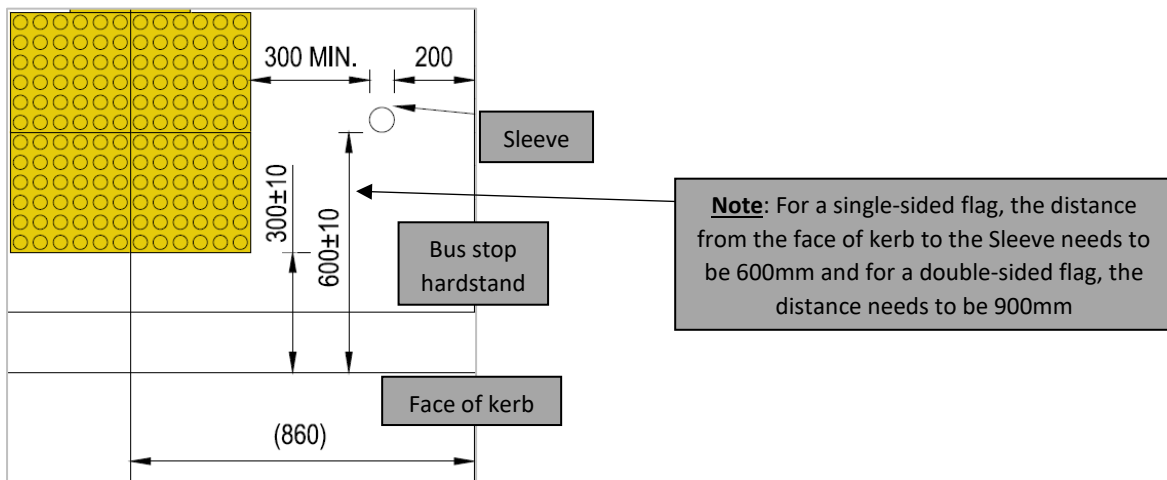
Third Party to email "Bus Infrastructure Construction Checklist" to bus.stop.relocations@transport.vic.gov.au

↓

Surveillance Officer to inspect Site

→ **Defects**

If needed

↓ **No Defect**

Third Party to get the defects fixed and confirm by email with photos to the Surveillance Officer and bus.stop.relocations@transport.vic.gov.au

Defects Fixed

Third Party to email "Return of Asset Checklist" with all handover documentation to Surveillance Officer and bus.stop.relocations@transport.vic.gov.au

↓

Certificate of Asset Acceptance to be issued by BIT.

Note: *12 months defects liability period starts from the issue date of the Certificate of Asset Acceptance.*

↓

If no defects are noted BIT to issue the Final Certificate at the end of defects liability period

VICTORIA State Government | Department of Transport

BUS INFRASTRUCTURE CONSTRUCTION CHECKLIST

Please ensure during construction DOT standard bus stops drawings are followed and adhered to

1. Please complete the checklist below when construction is complete.
2. If you have answered NO to any of the questions below, please provide further information and photos to DOT before our inspection is scheduled.
3. If the construction does not pass the post construction audit DOT holds contractor liable for all rectification work, as well as any public incident and will not accept the bus stop handover until rectification works are completed as per standards
4. Once completed please send this form to DOT for their review and approval.

Bus stop checklist – Please provide photos to the questions answered YES below	
Bus Stop ID - _____	
Bus Stop Address - _____	
1 – Is the bus stop hardstand grade between 1% to 2.5%?	YES / NO
2 – Is the distance between tactiles and sleeve a minimum of 300MM as per Note 1 below?	YES / NO
3 – Are tactiles yellow in colour, mechanically installed glue and screw, VicRoads approved as per design note RDN 06-05 and DDA Compliant?	YES / NO
4 – Is the height of the barrier kerb between 150-180MM?	YES / NO
5 – Is the sleeve a minimum 1.2M clearance from any infrastructure installed on the hardstand?	YES / NO
6 – What Standard Drawing(s) number has been used?	

Note 1 – This is enlarged detail at the tactile boarding point only

Note: For a single-sided flag, the distance from the face of kerb to the Sleeve needs to be 600mm and for a double-sided flag, the distance needs to be 900mm

Please fill in the below details to arrange for a site inspection:

Project Manager's Name (to meet on Site):	
Project Manager's Contact Number:	
Availability to meet on Site (Please give atleast a week's time after submitting this form):	
Date (Provide 3 options)	**Time**

Return of Asset Checklist

Please provide all the below information and fill in this checklist details below:

Project Manager's Name	
Project Manager's contact details	
Contact details of the Contractor for post construction – Name	
Contact details of the Contractor for post construction – Contact Details	
Stop ID/IDs	
Hold Point Photos (Appendix 1)	Yes/No
Attachment 8 Form (Needs to be signed by the Contractor)	Yes/No/NA
Completion Photos (Appendix 2)	Yes/No
Design	Yes/No
Standard Drawing(s) Number	
Work Permits/Approvals	Yes/No
For the Shelter (oOh! Media or Council) have you got the approval	Yes/No/NA
For PIDs, have you got approval from Trapeze	Yes/No/NA

Appendix 1

Hold Point Photos required to be submitted by the Contractor

➢ **Excavation of Kerbing and Crush rock bedding**

➢ **Formwork for Kerbing**

➢ **Crush rock and steel reinforcement of Hardstand and Pathways**

➢ **Dowell Bars to the existing footpath and Kerbing**

➢ **If a Shelter is installed, a pre-pour photo of Bus Shelter footing**

	Attachment 8- Return of Asset																			**Completion of Works Form**
Is this an existing Bus Stop ID getting upgraded? (Yes or No)	Is it a New Bus Stop ? (Yes or No)	Enter bus stop ID	Conducted On (inspection date)	Prepared By	Suburb	GPS Coordinates	Height of Kerb (mm)	Hardstand WxL (m)	Hardstand Grade at Boarding (B) (%)	What is the transverse grade at boarding point? (only to be answered when (B) grade is less than 1%	Hardstand Grade at Approach (A) (%)	What is the transverse grade at boarding point? (only to be answered when (A) grade is less than 1%	Length of Connecting Path (in metres)	Approach Ramp (%) applicable? (Yes or No)	if YES, Specify A Ramp (%)	Existing Footpath Grade (%)	Is there an Expansion & Contraction Joint? (Yes or No)	Are there tactiles installed at bus stop? (Yes or No), If YES then answer next question	Check tactiles in correct location and arrangement as per standard.	Is the timetable case installed at correct height? (Yes or No)	Is the sleeve or pole in correct location? (Yes or No)	Additional Comments

I hereby certify the above is true and accurate. All the Works completed by the Main Contractor are in accordance with the Agreement and are DDA compliant. I understand that a false statement will incur penalties and/or Head, Department of Transport reserves the rights to withhold payments until the Works complies with the Agreement and are DDA compliant. All damages and repairs including re-construction, that may be required to be undertaken as a result of a false statement being made and therefore the Works not being completed in accordance with the Agreement, shall be borne by the Main Contractor.

(Name of Project Manager or Director)   (Signature of Project Manager or Director)

Please ensure you must complete and submit this form via email to - maintenance@transport.vic.gov.au

Appendix 2

Example of Completion Photos

Approach Photo

Departure Photos

Across Photo

Stop ID

ID.27890