

Bus Breakdown Procedure

This procedure should be read in conjunction with the 'Arrival, Collection and Transportation Policy'

Breakdowns – Mechanical failure.

1. If the bus has a breakdown, if possible, move it out of harm's way so that it does not block traffic or cause an accident.
2. Put on the hazard lights.
3. Set up Emergency Hazard Warning Triangles – one at the bus, one 50 metres from the bus, and a third 150 metres from the bus to warn approaching traffic as per the Heavy Vehicle Road Manual.
4. Decide on the safest place for the children to wait – this may be on the bus, if the bus is not in danger of collision from another vehicle. If evacuation from the bus is necessary, Educators will escort the children from the bus to a safer location.
5. Contact the Centre Manager and inform them of the situation, and they may organise alternative transport for the passengers and/or contact NRMA for roadside assistance.

PROCEDURE VERSION AND REVISION INFORMATION

	Current version	1
Authorised by GENERAL MANAGER	Last review	March 2021