

## Bus Breakdown Procedure

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

### Breakdowns

1. If the bus breaks down, the driver will:
  - a. where possible, move the bus to a safe location to prevent blocking traffic or causing an accident.
  - b. turn on the hazard lights.
  - c. set up the 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.
2. A decision will be made 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.
3. The Centre Manager will be informed of the situation, and they may organise alternative transport for the passengers and/or contact NRMA for roadside assistance.

#### PROCEDURE VERSION AND REVISION INFORMATION

	<b>Current version</b>	2
<b>Authorised by</b> GENERAL MANAGER	<b>Last review</b>	March 2024