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- The College recommends that staff members should carry out no more than two hours



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appropriately.

- Return the keys and pack to P&E (return to Rural Estates at MWC)

5. Emergencies

5.1 If the vehicle breaks down:

- Get the vehicle off the carriageway, if possible.
- Use hazard warning lights and other lights as necessary.
- Do not spend very long trying to find the problem.
- Call for assistance as per the information in the vehicle pack, without leaving the vehicle, if possible. Use your mobile phone if you have one or ask a passenger to do so on your behalf. If you have to leave passengers in the vehicle in order to summon assistance, always instruct them to stay in or with the vehicle until you return.

5.2. Breakdown on the Motorway

- If practicable leave the motorway at the next exit and seek assistance.
- Otherwise pull safely off the carriageway onto the hard shoulder and park as far to the near side of the hard shoulder as possible.
- Try to stop near an emergency phone, which is a mile apart, or use your mobile phone when stationary. Red and white posts positioned every 100 metres have an arrow indicating the direction of the nearest telephone. The emergency phones are free and connect you near-



investigation.

A **SERIOUS ACCIDENT OR INCIDENT** is described as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury.
- Serious illness
- Circumstances in which one or more party members might be at serious risk.
- Any situation in which the presence or possible involvement of the press or media could have significant implications.

Warnings and advice

- Without the approval of the establishment head or appointed authority, politely decline to comment to the media.
- Avoid making any statement admitting liability.
- Those involved in an accident need not communicate with anyone other than those in an official capacity.
- Be compassionate with anyone involved.
- Preserve any vital evidence and keep a written record of all relevant facts on the incident form within the vehicle pack.

9. Adverse Weather Conditions

Where there is adverse weather conditions forecast, the driver is advised not to plan or undertake a journey unless absolutely necessary. In periods of ice and snow the driver must use their discretion to decide whether a road is passable or not, and where possible choose a safer alternative. When the air temperature is below 12C, diesel fuel will stop flowing due to wax build up in the pipeline. Drivers are advised not to attempt journeys in such low temperature conditions. At their discretion drivers may abandon a journey and take students back to College (or another safe environment). In the event that the transport becomes stuck because of blocked roads, students should be instructed to stay on the bus until help arrives.

10. Maintenance and Recovery

If you require breakdown recovery services or windscreen damage repair (all college vehicles), please call the number listed in the vehicle information pack and follow instructions.



the driver to raise the rear door handles.

- All restraint equipment must be stowed safely when not in use. Clamps, seatbelts etc., may be attached to the tracking or stowed in storage boxes such as the one above the windscreen. Loose equipment is a hazard for tripping and would fly around in the event of emergency braking.

Seat Removal and Refitting

Drivers need to know before starting a journey how many passengers will be travelling, including any who remain in wheelchairs. The seating layout must be adapted to suit. Two systems are in use for locating seats in tracking.

a. Lockable seat fixture this can be identified as a bar joining the base seat legs with a central spring loaded plunger. The track must be clean and free from small stones or grit. Locate the seat on the track with the base plate flush with the top of the track. Release the locking plunger and move the seat forward or back by approximately half an inch. The plunger should then drop into place. The seat is only secure when the top of the plunger is flush with its housing.

b. Hook seat fixing Locate the seat on the track. Fix the hook base in the track and pull the hooks over the seat bar. Tighten the knurled nut until the seat is secure.

