Lilbourne Parish Council

Lilbourne Minibus
Driver's Accident and Emergency procedure
School Bus Run

This procedure applies to both employed and volunteer drivers

In the event of an accident, breakdown or emergency:

- Find a safe area, turn engine off, put hazard lights on and apply handbrake
- Ensure the safety of yourself and children
- Put out Warning Triangle (front & back)
- Assess the situation
- Check for injuries (call Ambulance & Ring Police if required) First aid kit is available
- Ring School (school's protocol to ring Parents) if children need to leave bus ensure they have high visibility jackets and stand in a safe area
- Notify Lilbourne garage – arrange for recovery
- If the bus in not able to get to school, or return to Lilbourne without recover the school will arrange children's return
- Notify Faye immediately after the situation is safe (if not available contact) Clare
- Exchange details with any individuals involved
- Gather information on Accident or incident, take photos. Complete the Accident/incident book

Yelvertoft School - 01788822498
Lilbourne garage - 01788860274 / 07786018410
Insurance Breakdown Cover 08003891708 (00052497MBP) Lilbourne Parish council)
20 styles place Yelvertoft Northamptonshire NN6 6LN
Faye - 07737377825
Clare - 07581490581
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