Lilbourne Parish Council

Lilbourne Minibus
Driver's Accident and Emergency procedure
Bus Run (excludes school 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 passengers
- Put out Warning Triangle (front & back)
- Assess the situation – if passengers need to leave the bus ensure they have a high visibility jacket and stand in a safe area
- Check for injuries (call Ambulance & Police if required). First Aid Kit is available
- Notify Lilbourne garage – arrange for recovery
- Insurance Breakdown – arrange for recovery (When garage is unavailable)
- If the bus is not able to return to Lilbourne without recover passengers must arrange their own 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

Lilbourne garage - 01788860274 / 07786018410
Insurance Breakdown Cover 08003891708 (00052497MBP)
Lilbourne Parish Council
20 Styles Place Yelvertoft Northamptonshire
Faye - 07737377825
Clare - 05781490581
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