



May 2016

## Runaway Bus Information Procedure

### Issue

A runaway bus, whether in the bus depot or in a public road, has the potential to cause serious or fatal injury and significant damage to property and assets.

Recently there have been a number of incidents involving runaway buses where bus drivers have incorrectly relied on the front door brake interlock system to act as a bus parking brake to secure the bus.

This information alert outlines the correct process for securing buses and should be distributed by bus operators to all drivers to reduce or eliminate the possibility of incidents occurring.

### Notice

Bus drivers are responsible for their own safety and the safety of passengers and other motorists.

Correctly securing the bus before exiting is part of this responsibility. Bus drivers must correctly secure their bus by applying the park brake before leaving the driver's seat. Drivers should not under any circumstances:

- (i) Leave the seat of the bus without correctly securing the bus parking brake
- (ii) Access the bus control mechanism/s through the driver's window.

### Note:

It is not acceptable to rely upon an open front, centre and/or rear door (therefore utilising a door brake interlock system) or the bus stop brake to secure the bus.

There are engineering systems in place, which are designed to prevent incidents of runaway buses. These are, however, not substitutes for driver vigilance in ensuring that the park brake is always applied before leaving the driver's seat.

### Instruction

- Before leaving the driver's seat, you must apply the park brake and check that it is correctly engaged
- Where a bus is fitted with an external door close control, you must use this to close the bus
- You must not close the bus doors by reaching keys, handles, switches, levers or other controls from outside the bus through the driver's side window

Under no circumstances should you access the bus controls via the driver's window.

It is a requirement of the bus operator accreditation and audit program to ensure that a double sided safety sticker carrying the following message is affixed in a visible position on the lower half of the driver's side window on all buses.

The safety message in the **inside** of the bus must be:

"Parking brake must be applied before leaving seat"

The safety message on the **outside** of the bus must be:

"Do not access bus through window"

## Required Action

Operators are required to ensure all staff are aware and trained in the runaway bus information procedure.

Furthermore operators are reminded that all required incidents are reported to Roads and Maritime Services via the Bus Incident Management Database and the Office of Transport Safety Investigations (OTSI). (Police should be notified only if required). The Bus Incident management Database manual is available on the Roads and Maritime website to provide guidance on all reporting requirements.

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