

## Runaway bus procedures

June 2020

### Introduction

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

There have been 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 fact sheet 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.

### Notices

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

Correctly securing the bus before exiting is part of this responsibility.

The driver must secure the bus by placing the vehicle's transmission in neutral, apply the park brake prior to shutting down the engine and before leaving the driver's seat. Bus drivers should not under any circumstances:

- (i) leave the seat of the bus without correctly engaging 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.

### Instructions

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 any of 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.

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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”*

### **Note:**

This instruction applies to all operators and all drivers. No exemptions are available or will be granted.

## **Required action**

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

All runaway bus incidents must be reported immediately to management.

Bus operators must notify Transport for NSW via the [Bus Incident Management database](#) (and OTSI and the NSW Police, when required).

## **Contact us**

If you have any questions or would like more information, please contact the Bus Safety Officer, Transport for NSW on the below details:

 0467 815 745

 [BusSafetyInformation@rms.nsw.gov.au](mailto:BusSafetyInformation@rms.nsw.gov.au)