**This information should be kept in the glove compartment of this minibus, please read through so you are familiar with the procedures and where various pieces of equipment are kept.**

**Included in the Minibus**

Emergency Procedures pack (glove compartment)- contains an incident report form for any accidents

Hi- Visibility Jacket (Glove compartment)

First Aid Box

Foil Blanket

Black Plastic Bin Bags

**Breakdown Emergency Kit (located in the front passenger footwell)**

Included:

Gloves

Torch

Foot pump

Warning Triangle

Jack and Wheel brace (underneath driver’s seat)

Spare wheel is located under the rear of the vehicle

**Breakdown**

**Move to the Hard Shoulder**

It’s vital that when you feel there is an issue with your vehicle that you safely move across to the hard shoulder. Drive as far to the left of the emergency lane as possible and position your wheels to face the grass verge - not to the main carriageway. Then, activate your hazard warning lights, and if it’s dark, turn on your car’s sidelights. Put on the Hi- Visibility jacket. Place the warning triangle 45m behind the minibus, always being wary of on-coming traffic.

If you are unable to get to the hard shoulder then you should turn on your hazard warning lights as soon as you can in order to alert vehicles behind you. Then call the emergency services for assistance.

**Get Everyone Out**

Sitting in a vehicle when there is very fast-moving traffic coming by at close proximity is very dangerous. If you are able to do so you should get yourself and any passengers out of the car. Never leave by the driver’s door or roadside side door in this situation – instead get everybody out of the left-hand side to ensure you are not going to walk into oncoming traffic.

**Call for Assistance**

All UNSU minibuses have RAC breakdown cover with **RAC, call on 0330 202 3000 and Quote the vehicle registration**. They will ask you for details of the minibus, the situation and will also want to know your location. Most will ask you for the number on the nearest location marker to help pinpoint you and alert recovery vehicles in the area. Many breakdown recovery companies give priority to motorway call-outs due to the extra danger the passengers face in this exposed environment, meaning you shouldn’t need to wait too long for somebody to reach you.

**Wait Somewhere Safe**

Wait well-back from the carriageway, preferably up the grass verge on the side of the motorway. You should always wait for assistance to arrive and never attempt to fix your vehicle’s problem yourself, even if you think you know what it is.

If you feel like you are in any danger – perhaps you are a female travelling alone and it is dark, or you have a disability that impairs your movement, contact the emergency services for further advice.

**In case of fire**

If you suspect fire in the engine compartment

* Pull over and stop as soon as possible
* Switch off the engine
* Get all passengers out as quickly as possible. Move away from minibus and keep all onlookers away.
* Contact the emergency services
* If it is safe to do so, warn oncoming traffic (wearing the Hi-Vis vest)
* DO NOT open the bonnet.

**Burst/Flat Tyre**

If the minibus becomes unstable and difficult to steer it may be because you have had a blow out or have a flat tyre. In this situation you must.

* Try to keep the bus straight by holding firmly onto the wheel
* Bring the bus to a gradual stop at the side of the road as soon as possible and that it’s safe to do so.
* If possible try to get the minibus away from other traffic. If on the motorway use the hard shoulder. UNSU minibuses have RAC breakdown cover please contact them for assistance.
* DO NOT continue to drive the vehicle or try to change the wheel

**Back on the Road**

Many vehicles can be fixed at the roadside - whether this be permanently or temporarily to at least get you back home or to your onward destination. If this is the case you need to merge back onto the motorway safely. The best way to do this is to use the hard-shoulder to build up speed to match that of the carriageway traffic, signal your intentions early, check your blind spots and then move back into the main lanes when you have plenty of space to do so.

**Accident Procedure**

If you are involved in an accident and anyone is hurt, call the emergency services immediately. If no one is injured then proceed as follows

 Ensure all passengers are in a safe location away from the vehicle, are as warm and comfortable as the situation allows. DO NOT allow the passengers anything to eat or drink until clearance has been given by a paramedic/doctor. Injuries are sometimes not immediately apparent.

**DO NOT admit fault for the accident**

Take the following details of all other drivers involved:

* Make of Vehicle
* Registration of vehicle
* Name
* Address
* Contact number
* Insurance Details

* If possible get details of at least 2 INDEPENDENT witnesses
* If asked for details please provide your name and address of the Students’ Union.

**The University of Northampton Students’ Union, Engine Shed, University Drive, Northampton, NN1 5PH**

**All accidents must be reported to the SU at the first opportunity 01604 892818 office hours are Mon – Fri 9.00-4.00pm**

**First Aid**

If necessary and you are trained to do so, administer Basic First Aid, if not call the emergency services. Keep any casualties warm and comfortable and monitor everyone involved, not just those with visible or obvious systems. A first aid kit is provided in each minibus. If you have to use any kit please let us know so that we can get the item replaced. You must also complete a Student’s Union accident report form which can be found on the website.

**REVIEW**

This procedure document will be reviewed annually by the Student Opportunities Manager and approved at the Membership Managers meeting.

**Last Review: 29/11/18**

**Next Review: 29/11/19**