

### III. MECHANICAL

#### Mechanical Breakdowns

##### In Basin

1. Evacuate students only if danger of collision or fire exists.
2. Place emergency triangles as required in “Emergency Triangle Placement” section (See below).
3. When the driver determines the nature of the breakdown, he/she must call or radio the assigned garage mechanic for assistance and radio/call the District Office. If the bus needing repair has passengers, the mechanic will travel in a bus to pick them up and return them to their destination. **If the bus has a major mechanical breakdown, or if the issue is safety related, or if the breakdown would be an out-of-service condition, the bus is not to be moved unless to get it off the road a short distance. The mechanic is to call the Lead Mechanic for direction.**
  - a. After shop hours please contact the Lead Mechanic at the number on the phone list for assistance. If no response, contact the any of the numbers listed on your emergency list.
  - b. When someone assists in notification of the breakdown, the following information should be ready for him or her to give:
    - Your name
    - Bus Number
    - Nature of Breakdown
    - If students are aboard
    - Exact Location
4. If you need to leave the location from which you made the original call, please let the mechanics or contact person know of your new location.
5. Under no circumstances allow passengers to proceed home by walking, hitchhiking, or accepting a ride by private transportation (parental only) without permission from the Transportation Office.
6. If on an Athletic or Field Trip, have the person in charge contact the Athletic Director/Building Principal to inform them of any delay.

##### Out of Basin

1. Evacuate students only if danger of collision or fire exists.
2. Place emergency triangles as required in “Emergency Triangle Placement” section (See below).
3. When the driver determines the nature of the breakdown, he/she must call DCSD’s Lead Mechanic for direction. The Lead Mechanic will then determine which mechanic to send out or to use the State School District Emergency Contact List.

### **Emergency Triangle Placement**

1. All emergency triangles shall be placed on the roadway when a breakdown or accident occurs.
2. Warning devices are to be placed on a Two-Way or Undivided Highway:
  - A. 100 ft. in front of bus (40 giant steps)
  - B. 10 ft. from the rear of bus (4 giant steps)
  - C. 100 ft. from the rear of bus (40 giant steps)
3. Warning devices are to be placed on a One-Way or Divided Highway:
  - A. 10 ft. from the rear of the bus (4 giant steps).
  - B. 100 ft. from the rear of the bus (40 giant steps)
  - C. 200 ft. from the rear of the bus (80 giant steps)