



# Handbrake Procedure

We would like to ask staff to remind themselves of and to adhere to the correct procedure regarding handbrake procedure.



You **MUST** ensure your handbrake is applied when:

When boarding and alighting passengers

You are stationary, in queueing traffic, when queuing at a bus stop, are stopped at give way, stop lines, traffic lights or pedestrian crossings.

When changing drivers, you **MUST** ensure the handbrake is applied, the bus is in neutral and the engine is turned off.

If you are leaving the cab unattended whilst on the road, you **MUST** ensure the handbrake is applied, the bus is in neutral and the engine is turned off.

Your assistance in this matter is appreciated.