



# Driver Changeover Procedure

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

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 vehicle unattended whilst on the road, you **MUST** ensure the handbrake is applied, the bus is in neutral and the engine is turned off. Also ensure the ticket machine is locked.

If using a van for changeover points, you **MUST** ensure you do not use **bus lanes at restricted times** or **bus gates at any time**, you must also ensure the handbrake is applied, the van is in neutral with its engine turned off and remove keys from the ignition (to be handed to the driver you are completing the changeover with).

**NO** company vehicle must be left unattended with the engine running.

Your assistance in this matter is appreciated.