

Towing and manual moving of buses

Lothian Buses have ensured that arrangements are in place in order that all vehicles operating on behalf of the Company that break down on the public highway or in company premises are either be repaired at the road side (if appropriate and safe to do so), or be recovered by an approved and competent recovery agent, following their own approved procedures.

If the external provider cannot access the disabled vehicle due to its location the following points need to be considered before any further action is taken:

- 1) Can the vehicle be left where it is or is it causing an obstruction and has to be moved? (e.g. - is it broken down in the fuelling area)?
- 2) Is the vehicle likely to suffer further deterioration of its condition if it isn't moved?
- 3) Can a temporary or permanent repair be safely undertaken where it stands to avoid the need for any assisted movement?

If these options are not appropriate and the vehicle still needs to be moved, as a last resort, the vehicle can be moved by manual pushing if the Depot Engineer/Duty Supervisor deems it safe to do so, but only in accordance with the controls listed below.

For any manual moving task the following factors must be considered to conform to the requirements of SAFE SYSTEM OF WORK 77

The manual pushing of vehicles is only allowable if;

- ☞ There is no practical alternative due to the vehicle location.
- ☞ Vehicles are pushed for the minimum distance possible.
- ☞ **The vehicle has operational steering and brakes and someone remains in the cab at ALL TIMES.**
- ☞ The procedure is undertaken by competent, able bodied persons trained in manual handling and under strict controls detailed below.

Pushing must be authorised by a Depot Engineer or Duty Supervisor before the activity proceeds. Also, the following items in addition to those above must be noted /adhered to:

1. The individual at the controls of the vehicle from within the cab must be able to see all those involved in the activity or remain in contact with them at all times by means of a banks man and stop the vehicle immediately if they cannot. (NB) Steering may be heavy.
2. Those with any serious health/ medical condition that could be aggravated by manual handling must not assist.
3. Vehicles are not to be pushed uphill and cannot be allowed to be pushed downhill without operational brakes.
4. A minimum of 4 people (including the person at the controls of the vehicle) must be used to push the vehicle.
5. A banks man must be used for vehicles pushed backwards (In addition to the 4 persons detailed above).
6. Other vehicle and pedestrian movements must be stopped in the area until the activity has been completed.
7. Vehicles damaged in collision may have sharp edges or weakened panels and these should not be touched during the manoeuvre.
8. When pushing on or near to an inspection pit, additional control and planning will be required to mitigate the specific hazards posed to ensure that no-one enters the cross hatched safety zone at any time.
9. Once the move is complete ensure the vehicle is left secure, in Neutral with the Handbrake on.
10. The route of travel of the vehicle being pushed must be considered prior to the vehicle movement. Additional hazards such as oil spills, anti-freeze or severe weather conditions must be avoided.
 - ☞ Safety footwear with protective toecaps must be worn
 - ☞ Hi-viz clothing must be worn by all persons working outside the garage and/or on roadside assistance activities at all times

01/02/2018



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I have received instruction on the precautions and procedures to be taken at all locations within my workplace and on street if required where the manual moving of a bus is deemed appropriate.

I will ensure that if I am required to assist in the manual moving of a vehicle:

- 1) Authorisation has been granted by the Duty manager
- 2) I am able bodied and able to assist, raising any relevant health concerns before commencing the activity
- 3) The vehicle has operational steering and brakes and someone remains in the cab at **ALL TIMES**
- 4) A minimum of 4 people (including the person at the controls of the vehicle) will be used unless reversing is involved where the requirement shall be 5 persons
- 5) Contact with the person at the controls shall be maintained at all times
- 6) The vehicle will never be pushed up a hill
- 7) If a vehicle is to be towed ***under no circumstances may CHAINS or STEEL ropes be used for the towing activities***
- 8) Only certified and routinely examined (non-steel) ropes/towing slings and fixed drawbars may be used. The capacity of such devices must be at least 50% above the maximum weight of the vehicle concerned
- 9) I will wear Hi-viz clothing or reflective overalls dependant on location
- 10) I will report any incident or near miss to my manager/supervisor immediately

Employee to complete in block capitals

NAME: NUMBER:

DEPOT:

JOB TITLE:

SIGN: DATE:

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