Bus Breakdown Procedure

Bus breaks down during bus run

Driver notifies garage

Bus garage sends mechanic to breakdown location to determine if bus may continue on route

Driver notifies school of bus run origin

Yes

Yes

No

No

No

School notifies any other school that will be delayed due to the bus breakdown

Garage sends a spare bus so that driver may continue bus run

Mechanic repairs issue

School determines if delay will be greater than 30 minutes

Yes

Yes

Driver transfers TIMS run descriptions, seating chart, cell phone, and students to spare bus

If breakdown is in the PM school sends an administrator to breakdown location

School Administrator maintains order and releases students to parents who wish to pick up child at bus breakdown location

Driver continues on bus run

No

No