

### **Procedure for Vehicle/Bus Breakdowns**

When enroute breakdowns occur on local routes or on trips, the following actions are to be taken:

1. Move the bus to as safe a place as possible.
2. Display all required warning devices.
3. Using nondriver personnel whenever possible, summon assistance by:
  - a. If on a local route or within one hour of the bus garage, notify the transportation supervisor or designee by calling (503) 556-9140 or the district office at (503) 556-3777.
  - b. If on an out-of-district trip, contact the closest emergency service establishment and then attempt to notify the transportation supervisor, head mechanic or superintendent.
4. Use of these procedures should be limited to Priority 1, 2, 3, 4a breakdowns only.