



## On the Road

**Drivers must fill out pre- and post-trip inspection reports and report any items that need attention either to The Bus Co-op 604-440-6222 or to your agency person who liaises with The Bus Co-op.**

**Lateness: If you think you are going return late, call MODO at 604-685-1393.**

It may be possible to extend your booking. You will be charged for extra time in half-hour increments if you are late, but currently, there are NO penalty fees for being late.

**IF THERE IS ANY PROBLEM WITH THE ELECTRONIC ACCESS SYSTEM, CALL MODO AT 604-685-1393.**

### Break down:

**If you can't start the bus due to an electrical problem, or the fob in-out systems seems not to be working, call MODO at 604-65-1393.** The MODO on-board ENGAGE system can use a lot of battery power and can drain the battery if lights or other devices are left on when the bus is not running. MODO can tell if it's a battery problem.

If there is a mechanical failure, call **DYNAMIC SPECIALTY VEHICLES at 604-882-9333**. The Bus Co-op has a service contract with them and they will be able to assist, or arrange towing as may be needed.

**"Fobbing out":** The "fob" controls the electronic system of the vehicle. "Fobbing out" locks the vehicle and disables the engine from being started. IT IS IMPORTANT TO "FOB OUT" EACH TIME YOU LEAVE THE VEHICLE. Otherwise, the vehicle is vulnerable to theft because the keys are inside. The charge for leaving a bus unsecured is \$50.

**Fuel:** Member agencies are responsible for leaving the fuel at least half (1/2) full on the Chevy bus (parked at Magnolia Gardens) and three-quarters (3/4) full for the Ford bus parked at Langley Mini-Storage. The Bus Co-op supplies a fuel card in each bus so feel free to fill it up. If for some reason the credit card is declined, please pay the cost yourself and keep your receipts. You will be reimbursed by The Bus Co-op. **This is the same procedure to follow until the fuel cards are fully operational.**

**Cleanup:** Member agencies are responsible for general interior cleanup of the bus after their trip in preparation for the next client. You are also responsible for removing any agency supplies from the bus after your trip.



The Bus Co-op will contract with professional cleaners on a once/month basis or as needed. If something happens and you need to spend money getting the bus cleaned, you will be reimbursed even if it's your mess.

**Parking and toll costs are the responsibility of the member agency, as are any other costs incurred by an agency specifically for its trip.**

### **Infractions:**

Bus sharing is about sharing the costs and access to vehicles. It is not about sharing responsibility for infraction costs. If you get a speeding, parking or other traffic-related ticket your agency or driver will have to pay it. If the bus is towed or impounded during your booking, you will have to pay for the cost incurred to recover it.

### **Accidents: Be prepared**

Make sure everyone is safe. If need be call 911. If it is safe to do so, move the bus off the road. Avoid discussing who is at fault.

Gather the following information for all vehicles and drivers involved in the accident:

- Driver's name, license #, state or province, contact information
- Vehicle license plate # and year, make and model
- Insurance information if the vehicle is not from BC. If there are witnesses, gather their names and contact information
- Gather information about the collision scene including the date, time, and weather conditions, the location, the direction each vehicle was travelling, your vehicle in relation to the other vehicle(s).
- Take pictures of your vehicle, the other vehicle, any damage, and pictures of the scene that can help understand what happened.
- Call The Bus Co-op to debrief and learn about next steps.
- If you need transportation for your passengers:
  - Call MODO to see if a different bus is available to pick up your passengers. MODO can also assist in arranging taxis or other transportation.
  - Utilize your own agencies plans for how to deal with such emergency situations.

**Insurance:** Our insurance covers you to drive anywhere in Canada or the USA. It is a good idea to check the vehicle thoroughly to make sure there are no leftover items from a previous booking. That way, if you're asked at the border, you can say with confidence that you know all the contents of the bus (or you and your passengers do).