**Breakdowns SOP 1**

**Hazards:** Other traffic, bad weather, hostile environment.

**Controls:** Hi visibility clothing, warning triangle, adequate supervision for children and young adults. Refer also to the Guidance for offsite work, and the CoP for driving on College business.

**Driving abroad?** Note that some countries have very **specific requirements for vehicle break downs** – check the ASIRT country-specific travel reports: <https://www.imperial.ac.uk/safety/safety-by-topic/driving-on-college-business/>

**If your vehicle breaks down, think firstly of your own safety and that of your passengers and then other road users.**

You should:

* Get your vehicle off the road if possible
* Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction
* Help other road users see you by wearing light-coloured or fluorescent clothing in daylight and reflective clothing at night or in poor visibility.
* If you have a warning triangle, place it at least 45 metres (147 feet) behind your broken-down vehicle on the same side of the road, or use other permitted warning devices if you have them. Always take great care when placing or retrieving them, but **never** use them on motorways, it is too dangerous.
* If possible, keep your sidelights on if it is dark or visibility is poor
* Do not stand (or let anybody else stand) between your vehicle and oncoming traffic.
* Remain in the vehicle unless it is not safe to do so e.g. dangerous location of the breakdown or vehicle fire.
* Ensure that passengers who disembark keep away from the carriageway, and that children are kept under control and properly supervised.
* At night or in poor visibility do not stand where you will prevent other road users seeing your lights
* Call the breakdown and recovery service. (Refer to the College Vehicle documents or your personal documents).
* Contact your Imperial College Supervisor or line manager, local contact, and make them aware of developments.
* If you breakdown in a hostile environment e.g. remote or desert location stay with the vehicle. It is easier for search parties to spot a vehicle than a person and a vehicle offers shade, security and other resources.

**Additional Rules for Motorways**

Motorways are extremely hazardous places for stationary vehicles and pedestrians.

If your vehicle develops a problem:

* If possible and safe to do so, leave the motorway at the next exit or pull into a service area.

If you cannot do so, you must:

* Pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left.
* Try to stop near an emergency telephone (situated at approximately one-mile intervals along the hard shoulder)
* Leave the vehicle by the left-hand door and ensure your passengers do the same.
* Leave any animals in the vehicle or, in an emergency e.g. vehicle fire, keep them under proper control on the verge.
* Never attempt to place a warning triangle on a motorway.
* Do not put yourself in danger by attempting even simple repairs including changing a wheel.
* Ensure that passengers keep away from the carriageway and hard shoulder, and that children are kept under control and properly supervised.
* Walk to an emergency telephone on your side of the carriageway (follow the arrows on the posts at the back of the hard shoulder) – the telephone is free of charge and connects directly to an operator. Use these in preference to a mobile phone. Always face the traffic when you speak on the phone
* Give full details to the operator; also inform them if you are a vulnerable motorist such as disabled, older or travelling alone.
* Return and wait close to your vehicle but well away from the carriageway and hard shoulder e.g. up the bank or on the grass verge.
* If you feel at risk from another person, return to your vehicle by a left-hand door and lock all doors. Leave your vehicle again as soon as you feel this danger has passed.
* Before you rejoin the carriageway after a breakdown, build up speed on the hard shoulder and watch for a safe gap in the traffic. Be aware that other vehicles may be stationary on the hard shoulder.