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Title: Safety Equipment and Emergency Response Material

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Date: 2006

Summary: This document from the New Mexico Department of Transportation provides a list of necessary on-board emergency safety equipment and documentation materials appropriate to all types and sizes of vehicles and organizations.

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## **SAFETY EQUIPMENT AND EMERGENCY RESPONSE MATERIAL**

### **On Board Safety Equipment**

When an emergency or accident occurs on board the vehicle, the need to have the proper equipment immediately available is of paramount importance. The daily pre-trip inspection by the driver must include the positive identification that the equipment is available and in proper working order. The list of on board equipment could be unlimited and must be adjusted and appropriate to the location of the system, either urban or rural, and potential high-risk conditions a system may encounter such as weather, road conditions, types of passengers, etc. This section provides a list of necessary equipment appropriate to all types and sizes of vehicles and organizations.

On board safety equipment should include at a minimum:

- Working ABC fire extinguisher (10lb.+ preferred)  
*When it comes to fire extinguishers, bigger is indeed better. A 10 lb. extinguisher will provide between 10 and 30 seconds of fire extinguishing capacity.*
- Web cutters (2)  
*One web cutter should be permanently mounted in the securement area where persons with disabilities ride. The other cutter should be immediately available to the driver at all times.*
- First aid kit  
*First aid kits should be immediately accessible to the driver and meet OSHA specifications for passenger transportation. Most importantly, restocking of the first aid kit should at a minimum occur during each preventative maintenance inspection.*
- Biohazard kit  
*Biohazard kits should be immediately accessible to the driver and meet OSHA specifications for passenger transportation. Most importantly, restocking of the biohazard kit should at a minimum occur during each preventative maintenance inspection.*
- Warning triangles  
*A minimum of three (3) warning triangles should be kept in a sealed container and be available to the driver. It is not recommended that flares be carried in a passenger vehicle.*
- Cell phone and emergency telephone numbers



*It is important for the driver to understand that cell phones should never be used while the vehicle is moving. Cell phones are particularly important in dead areas where radio contact is impeded.*

- Two-way radio  
*The two-way radio should be activated throughout the day to insure proper working order.*
- Jack handle for manual wheelchair lift operation  
*The jack handle should be mounted in such a way that it is easily accessible to drivers for manual wheelchair lift operation. Many jack handles are hidden away inside lift units and are not easily accessible in an emergency.*
- Working flashlight  
*Batteries and usability should be checked during preventative maintenance.*
- Quick reference guide, such as a placard or clipboard  
*All New Mexico bus drivers should have their Crisis Management Clipboard on board, which provides instructions on handling emergencies.*

### **On Board Documentation Materials**

When an emergency situation occurs, it is extremely important that proper documentation of the event takes place as soon as is reasonably possible. Drivers need to be trained on and knowledgeable of emergency documentation procedures and the necessary forms to be completed. At a minimum, vehicles should have:

- Passenger courtesy cards
- Agency accident report forms
- Vehicle defect report forms
- Pre and post-trip inspection forms