



Long-term parking

For School Bus/Motor Coach Buses

In normal situations, vehicle fleet owners manage assets that are essentially in motion.

In certain circumstances such as weekends, summer vacations, the loss of an important client or a sudden economic slowdown, it may become necessary to park a significant part of your fleet for an extended period. There could be potential loss for parked equipment such as fire, theft or vandalism. There are various mitigation strategies that can be used in reducing the chance of loss.

🕒 Protection against fires

- Park your vehicles in a dry, safe, well-lit place as far away from buildings as possible (minimum of 15m).
- If the vehicle is normally kept with the driver, refer to the “Parking at the driver’s residence” section. If the parking period exceeds one week, the vehicle should be returned to the terminal.
- Avoid parking your vehicles near any combustible materials such as fuel tanks or oxy acetylene storage (minimum of 15m).
- Keep fire extinguishers (Type BC) readily available and in good working order.
- Make sure there are no fluid leaks under the vehicles and check for them regularly. Clean, or wipe up spilled fluids (adequate regular mechanical maintenance can prevent this type of problem at the source).
- Leave the fuel tank level below a quarter or as low as possible.
- If applicable, avoid keeping vehicles plugged in for a long time.

This bulletin is intended to share best practices you can implement. It has been prepared by our team of Transportation & Logistics Risk Services experts. A checklist is also available to help you to effectively manage the risks associated with long-term parking of your vehicles.

You can imagine a fire starting in your parking lot would destroy many of your fleet vehicles. How will your customers react? How much would it cost? How much time is required until you can access new vehicles, so you can get back on track quickly? What if the fire spreads to your buildings, to your neighbors’ buildings? How will this affect your business?



Risk Insights

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- Activate battery shut off switches and/or disconnect the battery cables (it may be desirable to remove the batteries if the parking period is particularly long).
- Check the stored vehicles, at least every two days, ideally every day. Use the checklist provided in the appendix to document your observations.
- Park the vehicles according to the diagrams provided in the appendix.
- To limit exposure to fire:
 - Group vehicles in small numbers, to create a fire break; 4 to 8 vehicles, is recommended.
 - There should be a break of at least 3 meters.
- If additional parking space becomes necessary and you must use rental or unprotected sites, increase surveillance patrols.
- Do not smoke near the parking areas.
- Maintain the sites and make sure protective devices are kept in good condition (fences, barriers, lighting, cameras, etc.).
- The vehicle should be parked in a dry, safe, well-lit location as far away from buildings as possible (minimum of 15m).
- Avoid parking the vehicle near any combustible materials such as fuel tanks and oxy acetylene storage (minimum of 15m).
- If the vehicle should be plugged in, ensure it is for a short period and that the building's circuit breaker is on an independent circuit.
- Take photos of the parking space to document where it was agreed with the driver to park the vehicle.

🕒 Protection against theft and vandalism

- Always maintain the parking lot lighting.
- Ideally, the parking lot should be equipped with real-time surveillance cameras, fenced and equipped with motion detection systems. In the absence of this equipment, it will be necessary to increase the frequency of security patrols.
- The doors and windows of vehicles should always be locked, and the keys kept in a safe place.
- Activate building alarm systems, if equipped.

🕒 Parking at the driver's residence

If the driver is authorized to park the company vehicle at their residence, or a location other than the company terminal here are some items to review in this scenario.

- Ensure the vehicle is sent to the terminal if the parking period exceeds one week.

🕒 Action plan

- A fire safety plan should be in place, documented and coordinated with the emergency services and the supplier of fire/theft/vandalism protection.
- If vehicles are parked inside buildings for extended periods, this emergency response plan must be posted and allow rapid identification of the responsible persons to contact and the emergency numbers to be dialed.

About Us

Northbridge Insurance is a leading Canadian commercial insurer. Working with our broker partners, we focus on understanding the needs of our customers and on creating solutions that make a difference to their success.

For more information on making your business safer, contact Risk Services Department at **1.833.692.4111**.

HOW TO PARK: A DIAGRAM FOR COACHES AND CITY BUSES



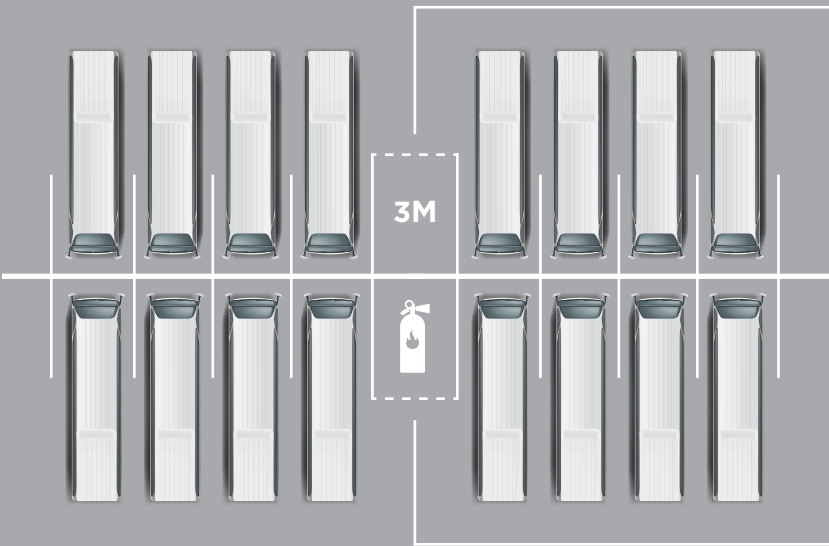
ENGINE AT REAR

FRONT OF VEHICLE



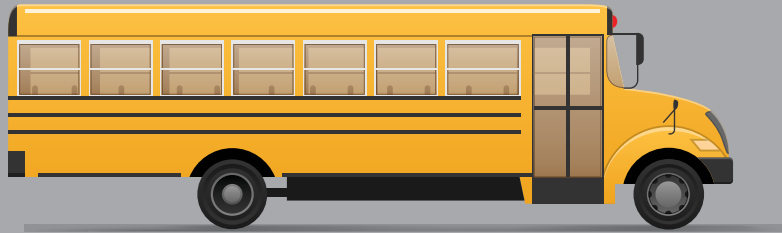
THERE SHOULD BE A **MAXIMUM OF 4-8** VEHICLES PER GROUP AND VEHICLES SHOULD BE **PARKED FACE TO FACE**.

THERE SHOULD BE A **3M** BREAK BETWEEN EACH GROUPING.



1 EXTINGUISHER FOR GROUPS OF **4-8** VEHICLES.

HOW TO PARK: A DIAGRAM FOR SCHOOL BUSES



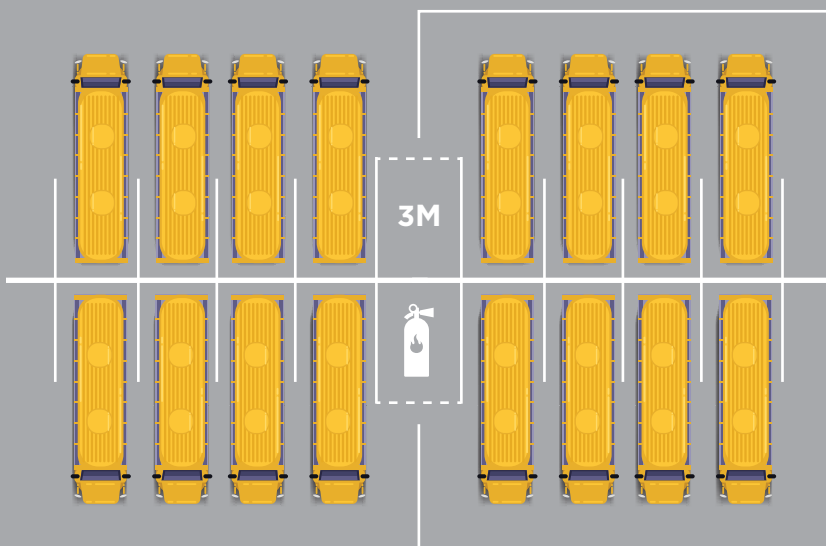
FRONT OF VEHICLE

ENGINE AT FRONT



THERE SHOULD BE A **MAXIMUM OF 4-8** VEHICLES PER GROUP AND VEHICLES SHOULD BE **PARKED BACK TO BACK**.

THERE SHOULD BE A **3M BREAK** BETWEEN EACH GROUPING.



1 EXTINGUISHER FOR GROUPS OF **4-8** VEHICLES.