

Checking & Topping up Vehicle Coolant

The following guidance is provided to minimise the possibility of injury to yourself and others when checking or topping up bus cooling systems.

Public Highway: - always park breakdown/support vehicles correctly using the offside/rear of bus events protocol as per IVR VR3 training. **Under no circumstances shall tasks be carried out on the offside or rear of the vehicle without a safe zone being implemented.**

When required to open a vehicle's coolant cap, **ALWAYS** assume the system is under pressure. If engine is hot, allow the vehicle to stand for around 15 minutes with the engine switched off before attempting to release the coolant cap.

If top up is required in the garage during morning runout, it is unlikely the engine will be very hot therefore, leaving to stand for 15 minutes may not necessarily apply.

Follow instructions below:

- Always approach the coolant cap from the side. **Never** stand in front of a coolant cap, even if you think the engine is cool or the pressure has been released.
- If there is steam or water escaping or bypassing the coolant cap or the alarm/warning light is on, leave the vehicle to cool down (approx. 15 mins) before attempting to release the cap. By this time any steam or water should've stopped escaping, and the alarm or warning light gone off.
- Never stand or allow anyone else to stand in front of the coolant cap when releasing the pressure. Be aware of others around you, **including public if at roadside.**
- When topping up coolant on a bus which has overheated, there is an increased risk of coolant ejection and scalding to the face therefore, face visors shall be worn. Once the pressure has subsided and/or the coolant cap is cool, it needs to be released using a thick piece of cloth/rag/gloves (**ensure your full hand and arm are protected**).
- Start to turn the cap or pressure release screw if fitted, (usually anticlockwise) just enough, to let the pressure escape slowly (**usually a maximum of one quarter turn**), do not overturn the cap or try to remove it completely at first.
- This will begin to release the pressure in the system – stand back for at least 30 seconds and again ensure you keep others out of the area during this time. Continue with quarter turns and pauses until the pressure has dissipated.

After the pressure has escaped, remove the cap **very slowly**, as there may still be some back pressure.

Do not fill a hot cooling system with cold water – allow the bus to cool first or fill it with warm water. If using a watering can or similar, do not overfill it – only put as much water in as you can comfortably carry.

Fill the system slowly whilst standing to the side of the filler cap. Do not overfill the radiator as any excess will be forced out of the radiator as the pressure builds up.

Toolbox Talk 28



I have received instruction on the procedure to be followed when checking/topping up vehicle coolant.

I understand and will adhere to the instructions contained within this Toolbox Talk.

I'm also aware that I must never work on the rear/offside of buses on the public highway without implementing a safety zone as per IVR Vr3 training course.

If in the garage, a safety zone must also be implemented by using e.g. cones or a 2nd person etc.

Employee to complete in block capitals

NAME: NUMBER:

DEPOT:

JOB TITLE:

SIGN: DATE:

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