

The Hit by a Bus Test: How Exposed Is Your Organisation to Knowledge

Assess Your Organisation's Risk When Key People Are Absent or "hit by a bus"

1. Why take the hit by a Bus Test?

Every organisation has a "go-to" person who holds critical knowledge. When that person is unavailable—whether through sudden departure, holiday, or illness—the organisation can quickly discover how dependent it has become. This short assessment will help you identify where your training and compliance systems may be at risk.



2. Checklist Questions (Self-Assessment)

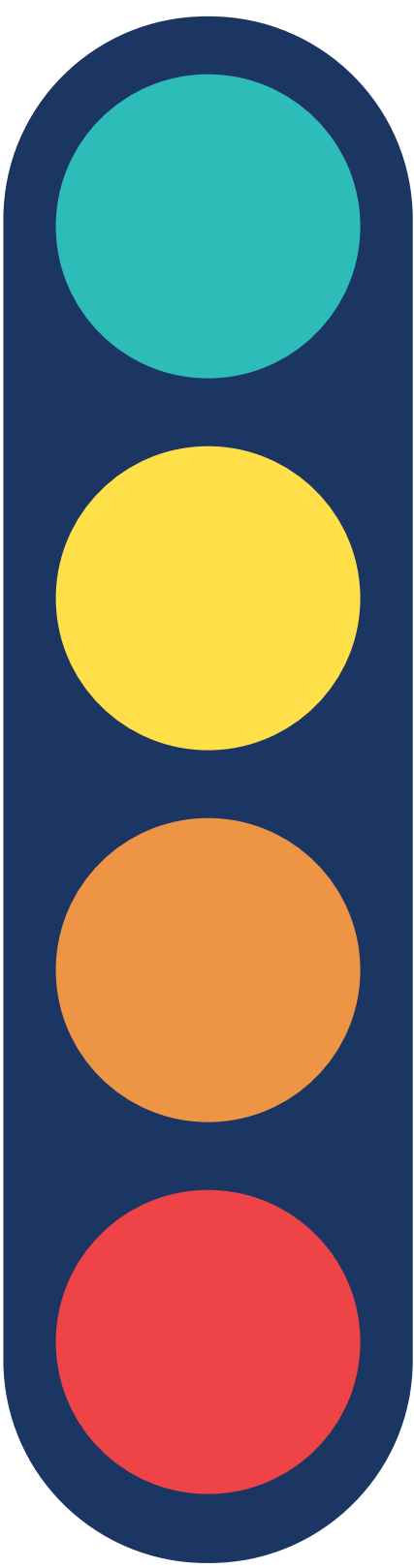


Tick Yes / Somewhat / No for each.

	Yes	Somewhat	No
Can more than one person access and update your training and compliance records without guidance?	☐	☐	☐
Do you have documented instructions or a knowledge base that others actively use?	☐	☐	☐
Would an auditor be able to access training data if your main compliance officer were unavailable?	☐	☐	☐
Do you use spreadsheets or bespoke systems created by a single employee?	☐	☐	☐
Are knowledge-sharing sessions or cross-training part of your continuity plan?	☐	☐	☐
How confident are you that training records remain accurate during staff holidays or absences?	☐	☐	☐
Do you rely on paper-based files for critical training evidence?	☐	☐	☐
Do you have a system that provides an audit-ready trail without manual intervention?	☐	☐	☐

Scoring: **Yes** = 2 points | **Somewhat** = 1 point | **No** = 0 points

3. Results section: The Risk Spectrum



12–16 points

Low Risk

Knowledge is well documented and shared. Continuity measures are strong.

8–11 points

Moderate Risk

Gaps exist that could affect performance during audits or staff absence.

4–7 points

High Risk

There is heavy reliance on individuals or fragile systems. Business continuity is at risk.

0–3 points

Critical Risk

The organisation is highly vulnerable to compliance failure and operational disruption.

4. Reduce Your Risk with Confidence

If your results show exposure to risk, you are not alone. Many organisations are still relying on fragile, in-house homegrown solutions. Nvolve helps businesses safeguard continuity, maintain audit readiness, and simplify compliance for both managers and deskless workers.



Book a demo with Nvolve today

Lets talk >>>

