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<b>Ref #:</b> 1310.13	<b>Policy Council Approval Date:</b> 6/22/10	

**COMPONENT: TRANSPORTATION**

**SUBJECT: MAINTENANCE OF VEHICLES**

**PERFORMANCE OBJECTIVE:** To ensure that vehicles used to provide transportation services are maintained in safe operating condition at all times. To establish procedures for ensuring thorough safety inspection of each vehicle on at least an annual basis through an inspection program licensed or operated by the State; systematic preventive maintenance on such vehicles; and daily pre-trip inspection of the vehicles by the driver.

**POLICY AND PROCEDURE:**

Staff must conduct a thorough pre-trip inspection before each daily bus route, field trip, etc. The most important purpose of a pre-trip inspection is to ensure the vehicle used to transport children is operating in a safe manner.

All items listed under the Pre-Trip section of the *Pre-Trip Inspection/Bus Walk Around Inspection* form should be checked prior to the bus being put in operation.

Staff must conduct a thorough inspection after each route. All items listed under the Post-Trip section on the *Pre-Trip/Post-Trip Inspection* form should be checked.

The bus must be checked by someone other than the driver or monitor upon completion of each route. This person will then sign the *Bus Log* form indicating that they have verified that no children have been left on the bus.

Leaving a child on a vehicle is inexcusable. Failure to conduct a post trip inspection that results in a child left on a vehicle will result in immediate termination.

The Facilities Manager will ensure that all vehicles used to transport children receive all required annual inspections.