

Reporting of Mechanical Defects by Drivers

A school bus driver is in a position to observe bus performance under all conditions and is expected to recognize defects and shall immediately report these to the compound office or compound attendant. A driver is not to diagnose the trouble but is responsible for reporting it.

PRE-TRIP INSPECTION OR FOLLOW UP WALK-AROUND INSPECTION

A bus driver shall perform a complete pre-trip inspection that meets federal and state regulations before the first trip of the day to find any problem that could cause an accident or a mechanical problem on the road. After the pre-trip inspection, and before the bus is moved, the driver shall list the mileage and date and sign the Driver Inspection Report (see 6.12 A.P. 2). All subsequent bus runs on that day on the same bus shall be preceded by a walk-around inspection by the bus driver that will consist of checking for mechanical problems.

Any defects shall be reported by the bus driver to the compound office or compound attendant.

AFTER-TRIP INSPECTION AND REPORT

A driver shall perform an after-trip inspection on the vehicle that was operated at the end of each morning trip, afternoon trip and field trip. It will include:

1. Completing a Driver Inspection Report (see 06.12 A.P. 2) listing any problems. Some problems, such as brake lights out, will require immediate attention; and
2. Conducting a check of the entire bus to ensure that no student remains on the bus.

Federal and state laws and regulations require inspections by the bus driver. Federal and state inspectors also inspect commercial vehicles, including school buses. An unsafe vehicle shall be put out of service until necessary repairs are made.

RELATED PROCEDURES:

06.12 AP.2

06.12 AP.3

Driver Inspection Report

The Driver Inspection Report shall be completed daily, as set forth in 06.12 AP.1, with all information completed. The book of inspections shall be kept on the bus, and the copy turned in to the compound office weekly. However, vehicle concerns that could be a safety hazard shall be reported by the bus driver immediately. The bus driver shall turn in the Driver Inspection Report daily if a deficiency is noted and weekly if no deficiencies are found.

Jefferson County Public Schools BEFORE PERFORMING PRE-TRIP INSPECTION—CHOCK WHEELS AND SET PARKING BRAKE. Turn In Daily If Deficiency Is Noted, Weekly If No Deficiencies Are Found. Includes sections for Driver's Signature, Is bus safe to drive today?, Column 1-4 (ENGINE COMPARTMENT, PASSENGER ENTRY, AIR BRAKE TEST, REAR SUSPENSION), FUEL AREA, and Walk-Around Inspection.

RELATED PROCEDURES:

- 06.12 AP.1
06.12 AP.3

Repair of Mechanical Issues and Preventative Maintenance

MONTHLY INSPECTIONS

The preventive aspect of maintenance on school buses is important to ensure dependability and safety. Maintenance personnel shall perform thorough inspections on all buses monthly. A bus driver shall notify the Compound Coordinator if the driver has any concerns regarding the safe condition of the bus.

FLEET PREVENTIVE MAINTENANCE

Preventive maintenance of the District's fleet of buses is essential to support the highest levels of safety. The Preventive Maintenance Inspection (PMI) control system is designed to give the administrators in the Vehicle Maintenance unit an effective method for scheduling and managing the cycles of maintenance inspection performed for the District's bus fleet. The PMI system allows scheduling of inspections to be performed a week or more in advance.

REPAIR PROTOCOL

Each day, the bus driver complete a Driver Inspection Report (see 06.12 AP.1 and 06.12 A.P. 2) to be turned in to the compound at the end of each week, or daily, if a deficiency is noted. For major repairs, a bus shall be taken to its respective maintenance shop. All minor repairs shall be performed at the compound and documented by the signature of the attendant completing the repair. After repairs are completed, the driver's copy of the work order shall be furnished for verification.

PREVENTIVE MAINTENANCE INSPECTIONS (PMIS)

If something is found during an over-the-pit inspection that requires major repair, the need for repair will be written up and the bus will be sent to the lifts for that repair. A substitute bus will be used if a major repair is required.

FLEET BREAKDOWN MAINTENANCE PROGRAM

A service run shall be made to any bus that breaks down. If possible, emergency repairs shall be made at the breakdown location, so a bus may continue its route. If repairs are not possible at the breakdown site, the bus shall be returned to the maintenance garage to receive service.

SCHEDULED MAINTENANCE

Buses should be scheduled into the shop for a PMI as determined by garage personnel. The foreman shall make sure any parts needed for repairs are on hand before the bus is brought into the maintenance garage. When possible, repairs shall be scheduled when the vehicle is in the maintenance garage for regular preventive maintenance, to reduce the downtime of the vehicle and use the technician's time to the best advantage.

WRECKER SERVICE

A wrecker service shall be used when repairs in the field are impractical or when an accident has occurred. The District may contract with a company for wrecker service, which may be used as needed.

Repair of Mechanical Issues and Preventative Maintenance

UNDER-HOOD RESPONSIBILITIES

The compound attendant shall be responsible for checking all oil, transmission, steering, water, and battery levels in a bus each time the bus is refueled. Each compound attendant shall be responsible for ensuring that dispensed oil is recorded on a fuel ticket.

VISUAL INSPECTION

The compound attendant shall be responsible for inspecting all assigned vehicles on a monthly basis in compliance with state regulations. The compound attendant shall be responsible for reviewing the weekly and daily Driver Inspection Reports (see 06.12 A.P. 2) from each driver indicating vehicle condition, any needed repairs, or deficiencies.

These reports shall be sorted into three categories:

- No repair—vehicle okay
- Minor repair--the compound attendant shall complete repair
- Larger repair--the vehicle will be sent to maintenance garage for repair

MINOR MAINTENANCE

The compound attendant shall be responsible for minor maintenance, including, but not limited to, the replacement of lights, lenses, wiper arms, wiper blades, and any minor repairs reported on the Driver Inspection Report (see 06.12 A.P. 2).

RELATED PROCEDURES:

06.12 AP.1

06.12 AP.2

Bus Scheduling and Routing

SCHEDULING AND ROUTING

The Executive Administrator of Transportation/designee shall ~~compile prepare~~ a route ~~document map~~ and schedule of stops for each bus in the District. These ~~documents maps~~ will ~~reflect show~~ the routes traveled by ~~each bus for buses~~ both morning and afternoon.

WRITTEN DESCRIPTION

A written description of each route shall be kept on the bus, and the original shall be filed with the Executive Administrator of Transportation/designee. This description shall include any characteristics peculiar to the route such as dangerous turns, steep grades, signals, and special information about any danger areas.

EXTENSION OF BUS ROUTES

The Principal and Executive Administrator of Transportation/designee will survey the need for a route extension on request by interested parties.

NEW DRIVERS AND ROUTES

At least one (1) week prior to the opening of school, each new driver and each experienced driver with a new route shall receive his/her ~~their route document map~~ and schedule. ~~Each driver The drivers~~ shall drive ~~the assigned route their routes~~ before school opens in order to become familiar with the route and the schedule.

DRIVER TO FINALIZE SCHEDULE

Each driver shall finalize his/her ~~their~~ route schedule within ten (10) driving days after school opens. This route schedule will contain the ~~name, school, and grade names~~ of ~~each student the students~~ riding the bus, the name of the ~~roads road(s)~~ on which the bus is routed, each stop's number, ~~the and time of the stop, the grade of the pupil, and the school the pupil attends~~. ~~A driver Drivers~~ shall notify the Executive Administrator of Transportation/designee of any revisions to ~~a route their routes~~.

Review/Revised:1/14/2020