

## SECTION V: EQUIPMENT

### C. BUS MAINTENANCE

Every school bus driver, by acceptance of employment, has agreed to operate their school bus and to maintain the bus in accordance with federal, state and local specifications. If the bus cannot be operated safely, it is the driver's responsibility to make arrangements to obtain a spare bus.

Frequent breakdowns are a sign of improper maintenance or of mechanical defects. If the driver cannot correct the defect or maintain the vehicle in proper working order then he is risking the safety of his passengers.

The manufacturer's recommended schedule of maintenance should be followed to minimize the possibility of breakdowns and the pre-trip inspection process should reveal many defects caused by normal wear or vandalism. If the pre-trip inspection is performed far enough in advance of the departure time, it may be possible for minor repairs to be made or a spare bus obtained without creating a delay on the route.

Bus drivers are required to keep a log of maintenance and repairs performed on their buses, together with supportive documents such as invoices and receipts. As part of the pre-trip inspection process, contract drivers are to document any mechanical repairs and lease drivers are to document odometer readings on the back of their Pre-trip Inspection Report.

When they accept driving assignments, drivers of school board-owned buses and substitute drivers are indicating that they will carry out all duties of the owner/operator (except for the financial responsibility of maintaining and fueling the school bus) during the period of temporary employment or assignment. Activity bus drivers and substitute drivers, like full-time drivers, are required to perform daily inspections of their respective vehicles and to report all defects or maintenance needs to the owner. If a driver becomes aware of a serious mechanical defect with a contract driver's bus or a bus owned by or leased to the TPSB, he is to immediately notify the bus owner/school administrator and the area Field Transportation Coordinator.

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<sup>i</sup> Revised Date July 1, 2008.