

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section: Program Design & Management	PC Approval Date: 9/6/05, 1/18/18
Title: Maintenance of Vehicles	Updated: 11/7/17
Policy #: HS-54	NI Board Approval: 9/12/19
Forms Required: Pre-trip Checklists ; Yearly Bus Annuals ; Service Forms	
Performance Standards: 1303.71(e)(1) 1303.71(e)(2)(i-iii)	Page 1 of 1

Policy: Driving staff will ensure that all vehicles used to provide transportation services are maintained in safe operating condition at all times. CDL pre-trips will be done daily and walk-around pre-trips will be completed any time a bus has set for 1 hour or longer.

Purpose: To assure that children are only allowed to be transported in well maintained safe vehicles.

Procedure:

1. A thorough safety inspection of each vehicle is conducted on at least an annual basis through the School District by a Certified Mechanic.
2. Systematic preventive maintenance on such vehicles is performed as recommended by certified mechanics.
3. Each driver makes daily pre-trip inspection of the vehicle. This will consist of daily CDL pre-trips and also of walk around inspections every time the bus has not been driven for one hour or longer.
4. All pre-trips are documented in the bus paperwork and turned in at the end of each month.