



ADMINISTRATIVE POLICY No. 803

REVISED MARCH 31, 2014

BUS MAINTENANCE AND INSPECTION

The Conveyance Manager is responsible for implementing an ongoing preventative maintenance program and for ensuring that school buses meet the requirements of SGI Vehicle Standards & Inspection.

PROCEDURES

1. Maintenance and safety standards are to meet the approval of SGI Vehicle Standards & Inspection, the Ministry of Education and the school division.
2. It is the duty of the bus drivers to ensure that safety inspection certificates are retained and displayed in the buses.
3. Regular maintenance, including oil changes and lubrication, is to be carried out according to a schedule as established by the Shop Foreman.
4. Fuel is to be obtained only at designated locations.