



## Administrative Procedures

<b>AP-803</b>	<b>Date of implementation:</b> March 31, 2014
	<b>Date of update:</b> Fall 2019
<b>BUS MAINTENANCE AND INSPECTION</b>	<b>Related Administrative Procedures:</b>

**Purpose:** To ensure that school buses meet the requirements of SGI Vehicle Standards and Inspection.

### **Procedure**

The Transportation Manager, in conjunction with the Shop Foreman, is responsible for implementing an ongoing preventative maintenance program.

- 1) Maintenance and safety standards are to meet the approval of SGI Vehicle Standards and Inspection, Ministry of Education and the Division.
- 2) It is the duty of bus drivers and the Transportation Manager or designate 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.

### *References*

[SGI Vehicle Standards and Inspection](#)