

Administrative Procedures

AP-803 BUS MAINTENANCE AND INSPECTION	Date of implementation: March 31, 2014 Date of update: March 26, 2025 Date of review: March 26, 2025
	Related Administrative Procedures:

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

Procedure

The Transportation Manager, in conjunction with the Fleet Supervisor, 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 Fleet Supervisor.
- 4) Fuel is to be obtained only at designated locations.

References

[SGI Vehicle Standards and Inspection](#)