

DISTRICT VEHICLE MAINTENANCE PLAN

Inspection Reporting

1. **Assigned Vehicles:** Users of assigned vehicles shall complete a Drivers Vehicle Inspection Report as of the last working day of each month. This form shall be delivered to the vehicle maintenance office, Transportation Department, within five working days after month end.
2. **Pool Vehicles:** Users of pool vehicles shall complete a Drivers Vehicle Inspection Report and submit it to the Transportation Vehicle Maintenance Office when the vehicle is turned in. Long-term pool vehicle users shall complete a Drivers Vehicle Inspection Report as designated under assigned vehicles.
3. **School Vehicles:** Drivers of school vehicles shall complete a pre-trip of their assigned vehicle using either the Zonar electronic system or a Form T-34 (Bus Inspection Checklist) and turn it in to the Vehicle Maintenance Office upon the completion of their route or trip.

Maintenance Plan

1. A schedule to accomplish preventive maintenance and required inspections shall be developed by the Vehicle Maintenance Supervisor using the computerized vehicle maintenance software.
2. The repair of non-emergency vehicle discrepancies noted on Drivers Vehicle Inspection Report or Form T-34 shall be integrated with preventive maintenance into the Vehicle Maintenance Plan.
3. Vandalism, accident, and emergency repairs shall be reported immediately to the Vehicle Maintenance Supervisor, who will coordinate the repair with the user. Vandalism shall be reported on Form FAC-40; accidents shall be reported on district-provided accident report forms; emergency repair requirements shall be reported on the Drivers Vehicle Inspection Report, Zonar, or Form T-34.
4. Any variances in the schedule shall be communicated to the users by the Vehicle Maintenance Supervisor.
5. Additional maintenance and inspections, as required for commercial vehicles, shall be scheduled and accomplished as set forth by Title 13, CAC requirements.

Maintenance of Site Support Vehicles (golf carts, custodial carts, 4-wheel all terrain vehicles)

1. District school sites may obtain campus support vehicles which will be maintained by the Transportation Department funded through the Facilities Contract Repair/Repair

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Parts Non-Bus account. The number of allotted support vehicles per site is:

HIGH SCHOOL CAMPUS SITE: Four (4)

MIDDLE SCHOOL CAMPUS SITE: Two (2)

ELEMENTARY SCHOOL CAMPUS SITE: One (1)

2. School sites may request the Transportation Department to perform maintenance on additional site support vehicles. However, the site manager must provide a funding source for such requests.
3. School sites must inventory all site support vehicles and identify those vehicles which will be maintained by the district.
4. All support vehicles being purchased or donated to the school site must be reviewed and inspected for acceptance by the Transportation Department and appropriately inventoried to assure continuity of equipment and condition for maintenance prior to being placed into service.

Maintenance of District Landscape and Turf Equipment

1. Landscape and turf equipment users shall be responsible for delivery of their equipment to the Transportation Facility at the time and date scheduled established by the Vehicle Maintenance Supervisor.
2. All purchases of Landscape and Turf equipment should be coordinated with the Vehicle Maintenance Supervisor and Turf Maintenance staff for advisory purposes.
3. Non-transportation staff is not permitted to make major repairs on Landscape and Turf equipment.

Maintenance Accomplishment

1. Vehicle users shall be responsible for delivery of their vehicles to the transportation facility at the time and date scheduled in the Maintenance Plan. The delivery of vehicles to the transportation facility for the accomplishment of unscheduled maintenance, vandalism repair, and accident repair shall be coordinated with the vehicle maintenance supervisor.

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2. Vehicle users shall clean the interior and cargo compartments of vehicles and remove all tools, equipment, or other items that are subject to pilferage, prior to delivery to the transportation facility. Department/sites shall provide their operators with the necessary cleaning supplies and equipment.
3. Each department/site shall maintain the exterior of their vehicles in an appropriate state of cleanliness. Transportation Department facilities may be used for this purpose. The Transportation Department shall accomplish the exterior cleaning of all other district vehicles, and shall accomplish the cleaning of chassis and power trains on all district vehicles.