

## BUS MAINTENANCE AND INSPECTION

### Background

The Division shall establish a preventative maintenance program to ensure that buses meet the requirements of the SGI Vehicle Standards and Inspection.

### Procedures

1. The maintenance and safety standards are to meet the approval of SGI Vehicle Standards and Inspection. This inspection is the responsibility of the Bus Garage Foreman who shall report to the Supervisor of Transportation.
  - 1.1 It is the duty of bus drivers to ensure that safety inspection certificates are retained in the buses.
2. All buses in the Division are to meet the requirements of the SGI Vehicle Standards and Inspection "School Bus Log."
3. This log book shall contain the following:
  - 3.1 All safety inspection certificates
  - 3.2 A list of owners
  - 3.3 Vehicle identification
  - 3.4 Daily circle check performed by driver
  - 3.5 Vehicle repair log
4. This log book must be carried in the school bus at all times and be presented to a police, traffic or safety officer, certified mechanic and the Supervisor of Transportation when requested.
5. Regular maintenance is to be carried out by a schedule initiated by the Bus Garage Foreman who reports to the Supervisor of Transportation. This same standard applies to contracted school buses.

Reference: Sections 85, 87, 121, 194, 195, 196, 197 Education Act  
The Highways and Transportation Act  
The Traffic Safety Act

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