

**BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

**ADMINISTRATIVE REGULATION**

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Name: School Bus Maintenance

Section: Support

Code: EEACB-AR

District-owned and operated buses will be constructed, equipped, and inspected in accordance with federal and Oregon law, and administrative rules and requirements adopted by the State Board of Education. Buses will be maintained in safe operating conditions through a sound preventive maintenance program.

1. Each driver will make pre-trip inspections, including:
  - a. Windshield and wipers;
  - b. All outside lights;
  - c. Service door;
  - d. Tires and wheel lug nuts;
  - e. Battery, belts, oil and coolant level;
  - f. Horns;
  - g. Brakes;
  - h. Steering;
  - i. Exhaust system;
  - j. See that lights, windshield, mirrors and warning sign are clean;
  - k. Emergency equipment;
  - l. Emergency exits and audible warning devices.
2. Each driver will make a written report regarding mechanical defects as soon as defects are discovered. The report will be submitted to the transportation supervisor.
3. Defects will be corrected, the driver notified and a written report submitted as soon as possible from the transportation services manager to the transportation supervisor.

4. A thorough inspection will be conducted and inspection results will be reported each time the vehicle is serviced. Vehicles will be serviced according to factory specifications and recommendations.

5. All buses will be thoroughly inspected annually in accordance with applicable guidelines. Written reports of each inspection will be prepared by the transportation services manager and submitted to the transportation supervisor.

Adequate maintenance and storage facilities will be provided for all equipment.

Reviewed: 11/06/08  
Reviewed by: Policy Committee