



SCHOOL BUS SERVICE AND INSPECTION PROCEDURE (VHM-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for servicing and inspecting a CMCSS school bus at each scheduled interval.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Vehicle Maintenance Assistant Manager
- 2.2 Service Technician
- 2.3 Vehicle Maintenance Mechanic
- 2.4 Senior School Bus Mechanic
- 2.5 School Bus Driver

3.0 APPROVAL AUTHORITY:

- 3.1 Vehicle Maintenance Manager

4.0 DEFINITIONS:

- 4.1 Paperwork: Printed copy of work order and school bus service and inspection form.

5.0 PROCEDURE:

- 5.1 School Bus Driver monitors bus mileage and date using the service sticker placed in windshield or mirror of the unit.
- 5.2 School Bus Driver contacts shop personnel at Complex, West Creek or Liberty (depending on which is closer for them) to schedule the service/inspection when it reaches the mileage indicated on the sticker or 1 year, as determined by the sticker date.
- 5.3 The contacted location will notify the driver of their scheduled date and time.
- 5.4 Vehicle Maintenance Assistant Manager/designee will electronically issue a work order for the service and inspection.
- 5.5 Vehicle Maintenance office personnel prints the work order and attaches the appropriate School Bus Service and Inspection Form (VHM-F002) to be used by the Service Technician/Mechanic while servicing and inspecting the school bus.
- 5.6 School Bus Driver brings school bus into service complex (Operations, Liberty, or West Creek) for school bus service and inspection.
- 5.7 School Bus Driver fills out a Driver Report (TRN-F003) if they are currently experiencing any mechanical issues. If issues are reported they are addressed using the Vehicle Maintenance Procedure (VHM-P001).



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- 5.8 Service Technician/Mechanic performs service and inspection using provided paperwork.
- 5.9 Service Technician replaces the old service sticker with a new service sticker indicating the date work was completed and the next mileage service will be due.
- 5.10 Service Technician enters parts used to perform service and inspection into the work order system.
- 5.11 Vehicle Maintenance Assistant Manager electronically closes out work order and files paper work.
- 5.12 School bus is returned to School Bus Driver.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Work Order (Computer Generated)
- 6.2 School Bus Service and Inspection Form (VHM-F002)
- 6.3 Vehicle Maintenance Procedure (VHM-P001)
- 6.4 Driver Report (TRN-F003)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Work Order, Inspection Form, & Driver Report	VHM Shop	Lifetime of bus	Permanent	Locked Office

8.0 REVISION HISTORY:

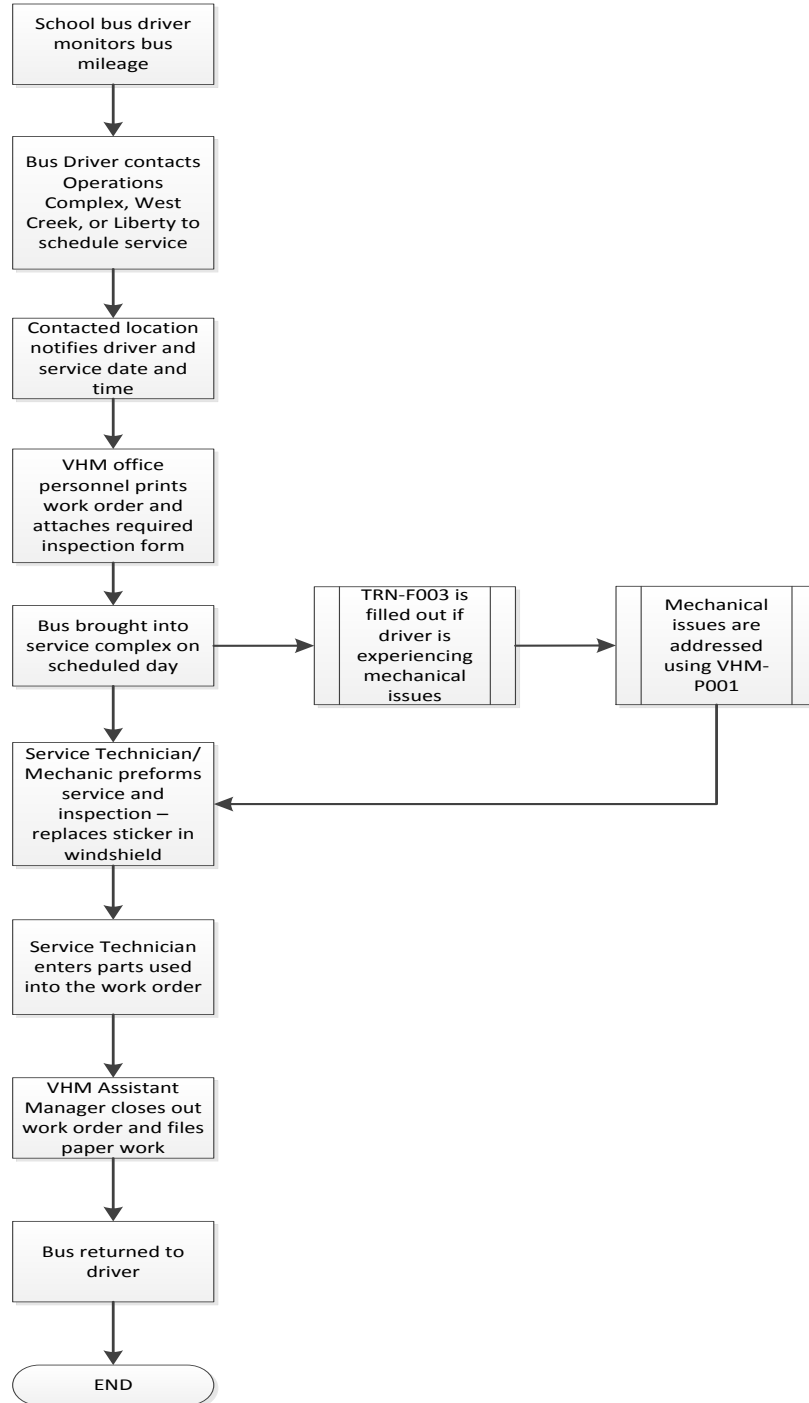
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/27/13	IR	
5/28/13	A	Update logo, add Mechanic to 5.8, add 5.10 technician enters parts used, add Driver Report TRN-F003 to Associated Documents and Retention Table
3/24/14	B	Remove form VHM-F003
3/26/18	C	Removed 7,500 mile reference. Updated 5.1, 5.2, 5.3, 5.9, 6.2, and updated flowchart.

9.0 FLOWCHART:

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9.1 A flowchart detailing this process can be found below.





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***** E n d o f P r o c e d u r e *****