


Bus Maintenance Procedure

This procedure should be read in conjunction with the 'Arrival, Collection and Transportation Policy'

- Before each bus run, the bus driver will complete a Bus Safety Checklist to ensure the bus is operating safely
- Each fortnight the bus driver will complete a Bus Maintenance Checklist
- Any issues identified during the completion of these checklists will be recorded on a Bus Repairs and Maintenance Report and communicated to the Centre Manager.
- The Centre Manager is responsible for organising the repairs to be made and depending on the severity of the issue the bus may be taken out of action until the issue is rectified
- Regular services by a mechanic will be completed on all buses to ensure their mechanical integrity and safety (at least every 6 months)
- A HVIS or pink slip inspection will be completed in accordance with registration requirements for each vehicle
- Buses will be cleaned each week to assist longevity

PROCEDURE VERSION AND REVISION INFORMATION

	Current version	2
Authorised by GENERAL MANAGER	Last review	April 2024