



Bus Maintenance Procedure

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

- Before the first drive of the day and at the end of each week, the bus driver will complete a Bus Safety Checklist to identify any minor faults with the buses
- Any issues identified during the completion of the checklist will be communicated to the Centre Manager, and if appropriate, actioned by the bus driver to have the issue rectified within a timely manner
- 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
- A HVIS or pink slip inspection will be completed in accordance with registration requirements for each vehicle
- Service records will be filed in Dropbox with the other records for each vehicle so they can be referred back to in the future
- Buses will be cleaned each week to assist longevity

PROCEDURE VERSION AND REVISION INFORMATION

Authorised by GENERAL MANAGER

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