

MAINTENANCE OF VEHICLES

It is the policy of the Town of Webb UFSD maintenance department to have a preventative maintenance program for inspection, service, and correction shall be operated for the purpose of preventing breakdowns, ensuring safe operation, lowering operating costs, and providing more dependable service and longer vehicles life.

The maintenance program shall include a 60 day or 1,500 mile inspection and a once-a-year or 10,000 mile inspection of wheels, brakes, drive train and front end. These maintenance inspection records shall be kept for the life of the bus.

To prevent premature chassis and body deterioration, every effort will be made to thoroughly wash all vehicles at least once every four weeks. Further, as a preservative measure, each new vehicle will be coated with rust preventative the following areas:

1. Undercarriage.
2. Interior and exterior panels around wheel wells, doors, and rear of bus.
3. Other areas of the bus where oxidation is most likely to occur.

The above procedure shall be repeated every two years or more often if this is needed.

In addition, the interior of each bus shall be thoroughly cleaned and the floor sealed annually to increase the longevity of the bus body.

1. Preventative Maintenance Inspection:

All vehicles used in student transportation will receive Preventative Maintenance Inspection (PM) every sixty (60) days.

2. Lubrication, Oil, and Filter Changes:

Chassis lubrication will be performed at each preventative maintenance inspection. Engine oil and filter changes will be monitored through preventative maintenance records for change intervals.

3. Brake Inspection:

All vehicles used in student transportation will receive a brake inspection at the following intervals. All Hydraulic Brake Systems at 20,000 miles or once/yr., all Air Brake systems at 20,000 miles or once/yr., whichever occurs first.

4. Engine tune-up:

All gasoline engines will receive a tune-up on a two-(2) year basis, or at Manufacturers Recommended Intervals. (NOTE: G.M. is now 100,000-mile schedule for most applications)

All diesel engines should not require a maintenance tune-up at the mileage intervals that they are scheduled for replacement. However, if a drive ability problem should arise or intervals change, a maintenance tune-up may be performed at the discretion of the Head Mechanic.

5. Fuel Filter Replacement:

All vehicles, gasoline and diesel powered will receive fuel filter(s) replacement on a yearly basis.

6. Transmission Service:

Automatic transmissions will be serviced on a two (2) year basis. Any external transmission filters on a yearly schedule.

7. Cooling System Service:

Cooling System Service will be performed at the manufacturers recommended interval. Due to changes in models and manufacturer these intervals will be determined by the Head Mechanic and service performed at that time.

All external cooling system filters will be changed yearly and Supplemental Coolant Additives (SCA) will be monitored to keep the system at the recommended level.

8. Differential Service:

Differentials will be monitored for fluid level and condition through brake inspections or spot light repair.

Fluid changes will be performed on a need to be basis only, at the discretion of the Head Mechanic. Technicians need to be aware of the type of fluid used in each vehicle due to the presence of both Synthetic and Petroleum base lubricants, which are not compatible with each other.

9. Tire Replacement:

Tire condition will be monitored through P.M. Inspections and Replacement will be as follows: Type A and B vehicles upon tire tread reaching 2/32" depth will be replaced. Type B over 10,000lbs. and C and D vehicles upon reaching 4/32" tread depth will be replaced. Other conditions may also warrant replacement at the discretion of the Head mechanic. Any replacement tire must be of the proper size, type, and load range recommended by the manufacturer.

Retread tires may be run on the rear of all type buses but not on the Steer Axles. Any tire repairs will be done at the discretion of the Head Mechanic.

10. Body Repair and Refinishing:

At this time Town of Webb UFSD Transportation Department does not employ an Auto Body Technician. Any body or paintwork reported will be evaluated by the Head Mechanic and Transportation Supervisor for contractual repair.

11. Scheduled or Spotlight Repair:

Scheduled or Spotlight Repairs may be implemented at any time throughout the year. They may include component replacements, technical service updates, general annual or BI-annual services or non-critical defect repairs found on P.M. inspection or by driver write-ups.

APPROVED: BOARD OF EDUCATION

DATE: July 7, 1992

REVISED: February 1, 2011

December 4, 2012