

VEHICLE MAINTENANCE AND PURCHASING

The district shall strive to provide for safe and adequate transportation of students and staff. An important element of this goal is the proper maintenance of district-owned vehicles. The district shall establish an ongoing preventive maintenance program for its vehicles.

BUSES

Specifications of buses shall accommodate all federal, state and Board of Education requirements. Documentation for specification requirement shall remain on file in the business office. The fleet transportation supervisor shall be responsible for initiating the specifications in a timely manner so as to allow adequate time for bidding purposes.

Criteria used in selecting buses shall include efficiency, economy and longevity. While unique circumstances may require early retirement of buses, buses shall be recommended for replacement when funds become available.

To maximize the longevity of the bus fleet, the fleet transportation supervisor shall be responsible for implementing a preventive maintenance program. A written plan for the preventive maintenance program will remain on file in the business office.

OTHER VEHICLES

Vehicles other than buses shall be purchased on an as needed basis. Passenger cars and vehicles shall be provided based on demand and need. Vehicles shall be purchased to provide maximum utilization, safety, efficiency and economy. While unique circumstances may require early retirement of vehicles, vehicles shall be recommended for replacement when funds become available. To maximize the longevity of the vehicle fleet, the chief financial officer shall be responsible for implementing a preventive maintenance program. A written plan of the preventive program will remain on file in the business office.

Repair to district vehicles shall be contracted to agencies in the community as determined annually by the transportation supervisor and approved by the superintendent.

Revised December 2005; June 2021

Adopted November 1994