

Daily Vehicle Preparation

It is the purpose of this procedure to establish a routine that will ensure vehicle readiness for assigned duties. In order to do this, staff members specifically designated in this procedure must develop the habit of performing assigned duties on a daily basis with additional activities to be performed as circumstance requires.

LEAD MECHANIC

It is this persons responsibility to ensure that sufficient vehicles are warmed up and ready for departure so that no departure delays will adversely affect the daily routes.

In addition, the lead mechanic will ensure that at least one spare is warmed up and ready for immediate departure should an enroute breakdown occur.

This person will also be available to the drivers for predeparture consultation should it be required.

SERVICE MECHANIC

This persons responsibility will be to check the daily operating schedule and ensure that vehicles scheduled for departure that day are ready in all respects for use. This includes vans, miscellaneous vehicles, trip buses, etc.

In addition, using a supplied schedule, this person will be conducting the route bus fueling and service activities.

The fueling and service procedure includes filling of fuel tanks, checking and filling, as required, all consumable lubricants and fluids, checking tires and reporting problems and washing the exterior of the vehicles.

Generally speaking, this person will undertake those activities necessary to ensure required vehicle readiness.

Also, this person will undertake those minor repairs that may be required so that the buses are ready for service the following morning.

MECHANIC I

This person works under the direction of the lead mechanic or supervisor and assumes the responsibilities of the lead mechanic when the lead person's shift ends.

This person performs daily bus and equipment maintenance, major or minor and assists in annual inspections.