

Area: Transportation

Subject: TR04 - Maintenance of Vehicles

Reference: 1310.13 (a-c)

Policy: SCOE will ensure that when providing transportation services, vehicles used to provide such services are maintained in a safe operating condition at all times.

Procedure:

1. Grantee staff will review records of vehicle inspections by the California Highway Patrol annually.
2. Grantee staff will review delegate preventive-maintenance bus records at least three times per program year.
3. Grantee staff will review delegate pre- and post-trip inspection sheets at least three times per program year.

Supervised by: Director II, Coordinator of Early Childhood Programs

Performed by: Health Services Manager, Child Development Supervisor

Forms needed: Monitor Instrument

Frequency: Annually