

Area: Transportation

Subject: TR05 - Inspection of New Vehicles

Reference: 1310.14

Policy: SCOE will ensure that when providing transportation services, transportation vehicles are equipped with correct specifications as per bid announcement.

Procedure:

When new vehicles are purchased:

1. Grantee staff will review origin bid announcements to ensure correct specifications and intended vehicle use.
2. Grantee staff will review records to ensure new vehicles have been examined by the California Highway Patrol prior to use.
3. Grantee staff will review records to ensure vehicles are equipped in accordance with the bid specifications and the manufacture's certification of compliance with applicable FMVSS is included with the vehicle.

Supervised by: Director II, Director of Early Childhood Programs

Performed by: Child Development Supervisor

Forms needed: Monitor Instrument

Frequency: As new buses or alternate vehicles are acquired.