

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Bus Maintenance and Inspection			
Procedure Type:	Division Administration	Implementation Date:	JAN 26, 2011
Procedure Number:	8.03	Last Revision Date:	MAY 18, 2022
AP Owner:	Transportation Specialist	Last Review Date:	NOV 4, 2025
Legal Reference(s):			

Background

The transportation specialist is responsible for implementing an ongoing preventative maintenance program and for ensuring that school buses meet the requirements of SGI Vehicle Standards & Inspection.

Scope

This procedure defines the requirements of the transportation specialist when making decisions regarding Division vehicle standards and inspections.

Definitions

Division vehicles refer to any vehicle used to transport students on school business, including vehicles driven by contracted services.

School business refers to any situation where the Division is responsible for the safety of the student, including curricular travel, extra-curricular travel, and conveyance between school and home.

Procedures

1. Any decisions by the transportation specialist regarding maintenance and safety standards shall meet the standards set out by SGI Vehicle Standards & Inspection, the Ministry of Education, and Division protocols.
2. Bus drivers shall ensure that safety inspection certificates are retained and displayed in the bus according to Division protocols.
3. The transportation specialist will establish regular maintenance schedules, including oil changes and lubrication.
4. The transportation specialist will determine any designated locations for fuel.