

Stark County Board of Developmental Disabilities

Transportation Procedure 08 Vehicle Daily Inspection/Mechanical Failure	Effective: 9/1/2015
Chapter 5: Program Services	Page 1 of 2

VEHICLE DAILY INSPECTION/MECHANICAL FAILURE

Each driver is responsible for documenting and completing a vehicle inspection prior to each run of the day (a.m., p.m. and extra trips) per guidelines in the Ohio Pupil Transportation Operation & Safety Rules 3301-83-11, CFR 396.13 and CFR 369.7. A pre-trip inspection is conducted for the following reasons:

1. Recommended by the Ohio Department of Education
2. CDL requirement
3. Safety of passengers
4. Prevents breakdowns
5. Reduces delays
6. Prolongs vehicle life
7. Eliminates risks associated with faulty equipment
8. Meets legal requirements which prohibits driving an unsafe vehicle
9. Makes certain that no one has tampered with the vehicle
10. Reduces driver frustrations

The transportation of those served by the Stark County Board of Developmental Disabilities is a sensitive job requiring concern for safety and liability. Therefore a driver is prohibited from driving a defective vehicle.

Any faulty equipment including wheelchair straps should be reported immediately in writing on the proper vehicle write up form and turned into the Bus Garage before the vehicle is taken out. The mechanic will determine whether the equipment is operational. Each driver is responsible for starting his/her own vehicle. When the vehicle is started and operating, all gauges are to be checked. Each driver is responsible for fueling his/her vehicle and for recording the vehicle number, mileage, and total gallons. The driver is responsible for logging daily inspections and when necessary, completing a written Vehicle Write-Up form. Weekly inspection forms and weekly attendance forms are to be placed in the appropriate baskets located at the front counter after the last pm run of the week.

SE Vehicle Operators are to turn weekly inspection forms and weekly attendance forms as per the direction of the SE Operations Manager.

No Drivers/Riders permitted in the mechanic's work bay. If you have an immediate issue, ask for the Chief Mechanic. If unavailable, ask clerk to see mechanic.

Stark County Board of Developmental Disabilities

Transportation Procedure 08 Vehicle Daily Inspection/Mechanical Failure	Effective: 9/1/2015
Chapter 5: Program Services	Page 2 of 2

REPORTING VEHICLE MECHANICAL FAILURE

Each driver is required to report promptly, in writing, on a form provided any mechanical or suspected mechanical failure on his/her vehicle. Place this report in the "in basket" by the front counter at the Bus Garage. The mechanic will determine if a problem exists, and if so, will determine if such is sufficient to remove the vehicle from operation.

Vehicles that are taken out of service due to mechanical failure are identified on the board in the front office. It is the responsibility of drivers to check this board before each shift as it identifies the substitute vehicle to be used. No vehicle identified as out of service is to be driven.