

## BUS MAINTENANCE

### DAILY MAINTENANCE

#### DRIVERS CHECK:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <ol style="list-style-type: none"> <li>1. All glass</li> <li>2. All lights: in and out</li> <li>3. Brakes</li> <li>4. Cleanliness of bus</li> <li>5. Clutch</li> <li>6. Defroster</li> <li>7. Emergency equipment</li> <li>8. Engine compartment:             <ul style="list-style-type: none"> <li>• Oil – battery – belts – hoses – Wiring, radiator coolant level</li> </ul> </li> <li>9. Exhaust system</li> <li>10. First aid kit</li> <li>11. Fluid leaks under bus</li> <li>12. Fuel filler cap secure</li> </ol> | <ol style="list-style-type: none"> <li>13. Gauges</li> <li>14. Heater</li> <li>15. Horn</li> <li>16. Seats - <input type="checkbox"/> Loose <input type="checkbox"/> Torn - back <input type="checkbox"/> Torn – seat</li> <li>17. Service door operation</li> <li>18. Springs</li> <li>19. Steering</li> <li>20. Stop arm control</li> <li>21. Tires and wheels</li> <li>22. Windshield and wipers</li> </ol> |
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### BIWEEKLY MAINTENANCE

#### SERVICE PROVIDER:

1. Check entire bus
2. Check/inspect exhaust , chassis, suspension, wiring, hoses, lines, and other under-vehicle items
3. Check front end
4. Check wipers, glass and mirrors
5. Inspect Brakes
6. Verify lug nut tightness and inspect wheels
7. Check, record and adjust tire pressure to manufacturer's specifications
8. Check under vehicle fluids

### MONTHLY MAINTENANCE

#### DRIVERS:

1. Wash interior windows, sweep , vacuum, wash or otherwise clean interior
2. Wash chassis and bus (from November – March take the bus to Inkel's garage for this service.)

#### SERVICE PROVIDER:

1. Lube doors, windows, seat, emergency exits, any hinged access panels (i.e., battery door) and pivoting signs or safety devices
2. Check alarms and warning signals
3. Check and record brake condition
4. Check and record tire tread depth and condition
5. Inspect air filter and change as necessary

## **THREE MONTHS OR 5,000 MILES MAINTENANCE**

### **SERVICE PROVIDER:**

1. Change engine oil and filter(s)
2. Change transmission external filter
3. Change fuel and water filters

## **SPRING MAINTENANCE**

### **SERVICE PROVIDER:**

1. Overall inspection check for March inspection
2. Do necessary maintenance and repairs for DOT inspection

## **SUMMER MAINTENANCE**

### **SERVICE PROVIDER:**

1. Service transmission and flush system
2. Repair seats
3. Clean and test batteries and charging system
4. Test coolant thermal protection and adjust
5. Engine tune-up (as stated in the bus maintenance manual)

### **OUTSIDE SERVICE PROVIDER:**

1. Wash chassis and bus, wax bus, wash interior

## **FALL MAINTENANCE**

### **SERVICE PROVIDER:**

1. Check (and change if necessary) fuel filters
2. Check batteries and cables
3. Test coolant
4. Change summer for winter tires – October

## **TWO YEAR MAINTENANCE**

### **SERVICE PROVIDER:**

1. Change coolant and flush system
2. Change rear-end oil

SAU #7 Policy Committee: Recommended for Adoption – May 22, 2018

Colebrook School Board: Adopted – June 19, 2018

Pittsburg School Board: Adopted – June 11, 2018

Stewartstown School Board: Adopted – June 28, 2018