TRANSPORTATION PREVENTATIVE MAINTENANCE (TRA-P009)
Sacramento City Unified School District

1.0 SCOPE:

   1.1 To ensure the Transportation vehicles are serviced and inspected on a regularly scheduled basis.

2.0 RESPONSIBILITY:

   2.1 Operations Supervisor

3.0 APPROVAL AUTHORITY:

Approved signature on file

   3.1 Director of Transportation

4.0 DEFINITIONS:

   4.1 **Safety:** An inspection of a vehicle interior, exterior and undercarriage to ensure no defects are visible and all adjustable equipment is within specs. Defects, if found, are corrected. This is performed every 45 days or 3,000 miles whichever comes first.

   4.2 **Lube, oil, filters:** The changing of the oil, oil filters, air filters, water filters, fuel filters and lubricating the chassis. This is performed every 6,000 miles.

   4.3 **Annual CHP Inspection:** An in depth inspection of a vehicle by California Highway Patrol Motor Carrier. Failing the inspection places a vehicle "out of service" until repaired. Inspection is good for 13 months.

5.0 PROCEDURE:

   5.1 The information from the previous Safety is entered into a computer program that assigns a new Safety date and mileage.

   5.2 The Lead Mechanic assigns the Safety a week prior to it expiring.

   5.3 The mechanic performs the work and records the information on a Safety Work Order.

   5.4 The new information is entered into the computer to repeat the process.

   5.5 The safety Work Order is approved by the Operations Supervisor.

   5.6 The Safety Work Order is then processed to a data entry person to become a permanent record.

   5.7 The Lube, Oil, Filters is processed the same except it is based solely on miles.

6.0 ASSOCIATED DOCUMENTS:

   6.1 Safety Work Order (TRA-F002)

   6.2 Repair and Service Order

   6.3 Annual CHP Terminal Inspection

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
TRA-F002	On site	1 Year	Discard as desired	Normal
CHP 343	On site	5 years	Discard as desired	Normal
TRA-F004	On site	1 year	Discard as desired	Normal

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/05/04	A	Initial Release

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