TRANSPORTATION VEHICLE REPAIR (TRA-P010)
Sacramento City School District

1.0 SCOPE:

    1.1 To ensure all vehicles are repaired in a timely manner in accordance with approved repair procedures.

2.0 RESPONSIBILITY:

    2.1 Transportation Operations Supervisor

3.0 APPROVAL AUTHORITY:

Approved signature on file

    3.1 Director of Transportation

4.0 DEFINITIONS:

    4.1 **Daily Inspection Report:** A report filled out by an employee after inspecting a vehicle for safe operation.

    4.2 **Work Order:** A sheet of paper with information on the type of repair needed based on information from the Daily Inspection Report.

    4.3 **Discrepancies**

5.0 PROCEDURE:

    5.1 **Daily Inspection Report:** A report filled out by an employee after inspecting a vehicle for safe operation.

        5.1.1 The report is turned in at the end of the employees shift and inspected by the Lead Mechanic for any discrepancies.

        5.1.2 It is filed for 90 days if no discrepancies are noted.

        5.1.3 If a discrepancy is noted a Work Order is generated.

    5.2 **Work Order:** A sheet of paper with information on the type of repair needed based on information from the Daily Inspection Report.

        5.2.1 It is assigned to a mechanic who performs the needed work and completes the Work Order and turns it in to the Lead Mechanic who forwards to Operation Supervisor for processing.

        5.2.2 The Operations Supervisor approves the Work Order and is given to data entry to become a permanent record.

6.0 ASSOCIATED DOCUMENTS:

    6.1 TRA-F002 Safety Work Order

    6.2 TRA-F003 Daily Inspection Sheet

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
TRA-F002	On site	1 Year	Discard as desired	Normal
TRA-F003	On site	90 Days	Discard as desired	Normal

8.0 REVISION HISTORY:

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

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