
TRANSPORTATION SMOG REPORT (TRA-P014)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 To ensure that District vehicles meet the California SMOG emissions standards.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 **RME:** Responsible Managing Employee
- 4.2 **BAR:** Bureau of Automotive Repair
- 4.3 **VIR:** Vehicle Inspection Report
- 4.4 **VIN:** Vehicle Identification Number

5.0 PROCEDURE:

- 5.1 Vehicles that require SMOGS are divided into odd and even VINs.
- 5.2 Even VINs are SMOGGED in even calendar years (2004, 2006)
- 5.3 Odd VINs are SMOGGED in the odd calendar years (2003, 2005)
- 5.4 Each vehicle receives a VIR whether it passes SMOG or not.
- 5.5 Any vehicle that cannot pass SMOG must be placed "out of service" at the end of the year and until it can be made to pass.
- 5.6 After the vehicles for that year all pass SMOG, an annual report is sent to BAR by the end of December.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Vehicle Inspection Report
- 6.2 Annual Smog Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vehicle Inspection Report	None	None	None	None
Annual Smog Report	None	None	None	None

TRANSPORTATION SMOG REPORT (TRA-P014)
Sacramento City Unified School District

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/05/04	A	Initial release

***** End of procedure *****