
SCHOOL BUS BREAKDOWN PROCEDURE (TRA-P027)

Sacramento City Unified School District

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

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used by the dispatch office to handles breakdown of school buses in Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Scheduler/Dispatcher
2.2 Fleet Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

Signature on file

4.0 DEFINITIONS:

- 4.1 Cell Phone Log (TRA-F030)
4.2 Bus Breakdown Form (TRA-F013)

5.0 PROCEDURE:

- 5.1 Scheduler/dispatcher receives call from bus driver on two-way radio and obtains the following information:
- Location of breakdown
 - Details
 - Number of students on board
 - Drop off times at school
 - Number of students who need to be picked up
- 5.2 Scheduler/dispatcher completes bus breakdown form (TRA-F013)
- 5.3 Scheduler/dispatcher notifies transportation maintenance shop of the breakdown. The transportation maintenance shop determines whether a spare bus should be dispatched.
- 5.4 Transportation maintenance staff will deliver a spare bus to the breakdown location while dispatch contact bus drivers in the field to assist in transporting students to designated locations.
- 5.5 Dispatch will continue to assess the situation until all student are accounted for

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Route Assignment Log (TRA-F029)
6.2 Up/Down Vehicle List (TRA-F040)

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6.3 Bus Routing instructions (TRA-F036)

6.4 Bus Breakdown Form (TRA-F013)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
(TRA-F029)	File Cabinet	7 Years	Discard as desired	Secured Office
Bus Routing Instructions (TRA-F036)	Route Cabinet	Route Life	Discard as desired	Secured Office
Bus Breakdown Form (TRA-F013)	File Cabinet	7 Years	Discard as desired	Secured Office

8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/27/06	A	Initial release

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