# Defect and Clearance Report

The Defect and Clearance Report enables your school to record the bus defect or symptoms when identified during pre-trip inspections or during operation. The report must include the date reported and the odometer reading.

Each defect identified should be numbered separately if multiple defects are reported at the same time. The report can be in an electronic or paper-based format – provided that the record is saved and maintained on file for auditing purposes.

The form also includes a section for immediate action taken and includes a clearance section that details how the defect was resolved.

|  |  |  |  |
| --- | --- | --- | --- |
| Accredited Operator | Insert school council name | Vehicle Make & Registration | Insert vehicle make and registration number |
| Defect reported by | Insert name | Position held | Insert position/role title |

|  |
| --- |
| Defect or identified Issue |
| Item No. | Odometer | Date reported | Description of bus defect or symptoms  |
| 1 | Insert odometer reading at time of inspection | Insert Date | Insert description |
| 2 |  |  |  |

|  |
| --- |
| Immediate action taken |
| Item No. | Odometer | Date of action taken | Description of Immediate Action taken |
| 1 | Insert odometer reading at time of inspection | Insert Date | Insert description |
| 2 |  |  |  |

|  |
| --- |
| Clearance of defect or identified Issue |
| Item No. | Odometer | Date cleared | Description of bus defect or symptoms  |
| 1 | Insert odometer reading at time of clearance; this may alter from inspection reading due to ‘on road vehicle testing’ | Insert Date | Insert description |
| 2 |  |  |  |
| Defect Cleared by | Insert name/signature/date |
| Defect certified as cleared by | Insert name/signature/date |

Insert additional lines as needed.

### Example:

*Greentown Secondary College has adopted a defect and clearance report form to record any defects, immediate action taken, and action taken to address identified defects.*

***Defect identification:*** *While Sally was driving the bus back to the school after completing the bus service, Sally noticed more effort was required to steer the bus around corners. When Sally arrived at the school, she noticed that there was oil leaking beneath the bus. After further examination Sally identified that the power steering pump had developed a leak.*

***Immediate Action taken:*** *The bus was immediately locked, keys secured, with the issue noted on the defect report.*

***Action taken to address identified defects (clearance):*** *Sally contacted the mechanic who attended and repaired the defect. Sally then completed the clearance form detailing the corrective action taken.*

***Example Defect and Clearance report form:*** *This table describes the bus defect or symptoms, the date reported and the odometer reading. Each defect identified should be numbered separately. The form also includes a section for immediate action taken and includes a clearance section that details how the defect was resolved.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Accredited Operator* | *Greentown Secondary College Council* | *Vehicle Make & Registration* | *Toyota Coaster AO-1234* |
| *Defect reported by* | *Sally Smith* | *Position held* | *Bus driver* |
| *Defect or identified Issue* |
| *Item No.* | *Odometer* | *Date reported* | *Description of bus defect or symptoms*  |
| *1* | *12,564* | *8/9/2022* | *Fluid leak at power steering pump*  |
|  |  |  |  |
| *Immediate action taken* |
| *Item No.* | *Odometer* | *Date of* *action taken* | *Description of Immediate Action taken* |
| *1* | *12,564* | *8/9/2022* | *Drip tray placed under leak. Bus isolated from use with keys secured. Replacement bus arranged.*  |
|  |  |  |  |
| *Clearance of defect or identified Issue* |
| *Item No.* | *Odometer* | *Date cleared* | *Description of bus defect or symptoms*  |
| *1* | *12,564* | *10/9/2022* | *Replacement pump ordered; Fluid leak sealed – vehicle cleared.*  |
|  |  |  |  |
| *Defect Cleared by* | *ABC Mechanical Repairs Pty Ltd.* |
| *Defect certified as cleared by* | *Greentown Secondary College Council, Accredited Operator.* |