# Maintenance Management System

## Policy and Procedure

This Maintenance Management System (MMS) policy and procedure document outlines how [Insert School Name] will complete each type of bus inspection, and the intervals of the school bus servicing and maintenance.

### Accountabilities and authorities

[Insert School Name] has adopted and completed an accountabilities/authorities register to document accountabilities for various activities of the MMS.

* Refer to the attached *Accountabilities and Authorities Register* for a list of the responsible persons accountable for bus maintenance activities.

### Competence

[Insert School Name] has developed and will maintain a competency register, identifying competencies, including qualifications, of school staff driving the school bus.

[Insert School Name] has also developed and will maintain a training register to record the training undertaken by school staff for the various maintenance activities.

* Refer to the attached *Driver Qualifications and Training Record* and *Training Register*

### Maintenance

[Insert School Name] has developed a service schedule based on *[delete as appropriate]* the manufacturers servicing manual/service label affixed to the windscreen *[or]* reference material deemed appropriate for the age, make and model of the bus/es.

* Refer to the attached *Maintenance Register* for the service schedule.

### Pre-trip inspections

[Insert School Name] has established a Pre-trip Inspection Checklist and Record which will be used to record the result of the pre-trip inspection. Defects will be recorded on the Defect Report and Clearance Form.

* Refer to the attached *Pre-trip Inspection Checklist and Record*

### Vehicle Safety Inspections

*[select the appropriate inspection frequency]*

[Insert School Name] will employ a qualified motor mechanic to carry out a vehicle safety inspection (VSI) for each school bus every three months. A VSI checklist will be completed by the mechanic which will include the recording of the:

* registration number
* odometer reading
* date the vehicle safety inspection was conducted
* items inspected, whether the item passed or failed
* date when the defective item was repaired
* signature of the person who inspected the item.

An annual inspection will also be undertaken by a licensed bus tester within 14 days of the bus/es anniversary date. The annual inspection certificate will be held in the school’s annual bus safety inspection record file.

*[or]*

[Insert School Name] is not required to complete a three-monthly VSI because the bus/es *[delete as appropriate]*:

* Is/are less than five years old and travels less than 20,000 kilometres a year
* Is/are five years old or more and travels less than 10,000 kilometres a year
* Has already travelled 500,000 kilometres or more.

Instead, an annual inspection will be undertaken by a licensed bus tester within 14 days of the bus/es anniversary date. The annual inspection certificate will be held in the school’s annual bus safety inspection record file.

### Defect Reporting and Clearance

[Insert School Name] has developed a Defect Reporting and Clearance form to record and action any defects identified as part of the pre-trip inspection or during operation of the bus. All defects will be reported to the responsible person identified in the school’s Accountabilities and Authorities Register to action the defect. The defective bus is designated ‘out of order’ and will not be used until the defect is repaired or rectified. When successfully completed, the repair or rectification will be recorded on the Defect Reporting and Clearance form by the responsible person.

* Refer to the attached *Defect and Clearance Report form*

### Records

[Insert School Name] will ensure that electronic and/or hard copy records for any activity undertaken in relation to the operation of the school bus/es (forms, inspection/maintenance records, qualifications and training records) are kept in separate files on the school’s computer system or in a secure filing cabinet.

## Attachments:

* Accountabilities and Authorities Register
* Driver Qualifications and Training Record
* Training Register
* Pre-trip Inspection Checklist and Record
* Defect and Clearance Report form