

GaDOE Bus Inspection Guidelines

I. Recent History

- All local school systems (LSS) were assessed in 2008 - 2009
- GaDOE bus inspection requirement was 1 of 37 items assessed
- Found lack of consistency/understanding across the state
 - Extended interval issues
 - Missing inspection issues
 - Summer inspection issues
 - Paperwork/documentation issues

II. GaDOE Board Rule 160-5-3-.03

- LSS maintenance or service personnel shall conduct a monthly inspection of all school buses (LSS may contract this out)
- Results should be recorded on GaDOE “DE Form 0534”
- No substitute form will be approved by GaDOE
- Any previous approvals of alternate forms are revoked effective July 1, 2009

III. Monthly Inspections

- Record summer prep inspection & start inspections on the first day of school
- **OR** start one month in advance of 1st day of school
 - This breaks interval from previous school year (April/May to August)
- Continue inspections through the last day of school
 - Inspections will be performed creating equal intervals
 - Example
 - Bus A = 2nd Tuesday of each month
 - Bus B = 3rd Friday of each month
 - Etc.
 - Months with holidays require a crunched schedule
 - Perform inspections in the same order each month
 - Ensure there are no extended intervals

QUESTION –

The requirement states that inspections must be performed monthly. Can the inspections be set up on 20 school day intervals?

ANSWER –

Yes, 20 school day intervals are acceptable.

IV. 20 school day Inspections

- Record summer prep inspection & start inspections on the first day of school
- **OR** start one month in advance of 1st day of school
 - Breaks interval from previous school year (April/May to August)
- Continue inspections through the last day of school
 - Inspections will be scheduled/performed creating equal 20 school day intervals
 - Months with holidays do not adversely affect the schedule
 - Ensure there are no extended intervals

V. Summer Inspections

- Identify & separate active summer fleet (any bus you may/will use)
 - Continue monthly or 20 day inspections without interruption
 - Same time each month for monthly
 - Continue 20 calendar weekday count for 20 day inspections after school is out
 - Record “out of service” on non-summer fleet (bus WILL NOT be used)
 - All columns are filled (July 1 through June 30 on same form)

Questions & Answers

1. QUESTION –

What form must be utilized to document GaDOE inspections?

ANSWER –

GaDOE “DE Form 0534”

- March 2009 version
 - Space for school system name
 - Space for school year
 - Instructions/key
 - 12 columns
 - Summer Prep notation at bottom
 - On Pupil Transportation Webpage
 - Copy provided at Clarksville in June 2009
- No substitutes effective July 1, 2009

2. QUESTION –

Can the Department of Public Safety annual inspection be used for the Monthly or 20 school day GaDOE inspection?

ANSWER –

No, unless

- You totally shadow DPS while they inspect their items and you then inspect GaDOE items not included in their inspection
 - Can you say that **LSS service or maintenance personnel** inspected?????
 - Other than DPS items that the LSS shadowed and inspected, remaining GaDOE items must be inspected
- You ensure that no extended interval results (bus was in within a day or so of its scheduled inspection day)
- Is it worth it?????
 - GaDOE does NOT recommend this practice

3. QUESTION –

What do you do if a driver does not bring the bus in as scheduled?

ANSWER –

The bus must come in ASAP. Shoot for the next day to avoid an extended interval

- Drivers must be responsible and held accountable
- The LSS needs a procedure for shop to notify the office/driver's supervisor for assistance in getting the bus in as required when an inspection is missed

4. QUESTION –

What do you do with a bus that is at Yancey, IC, Freightliner, etc. getting repaired when the inspection is due?

ANSWER –

- Complete a work order on the date of the scheduled inspection giving the reason missed.
- Show "out of service" in the 1st column if more than one inspection is missed.
- When the bus returns, perform the last inspection missed and make a note on the form why late - "at ____ from 2/12 to 4/23"

5. QUESTION –

Does a work order need to be completed when a GaDOE inspection is performed?

ANSWER –

Yes. This provides needed support documentation

- That the inspection was performed
- If a part is used
- Or repair is performed
- Or item is checked as a result of a reported driver defect
- Etc.

6. QUESTION –

What are some common paperwork/documentation issues?

ANSWER –

- Use same form from July to June
 - Month & date MUST be recorded
 - Mechanic(s) initials MUST be recorded
 - Indicate when repairs are needed and when repaired
 - Follow instructions & use the KEY at the top of the form
 - Indicate when the item(s) are OK = "v"
 - A straight line drawn down the column is NOT acceptable
 - Not equipped = "-"
 - Repairs are needed = "X"
 - Repaired = "X" with a circle drawn around it
 - Each of 12 columns MUST be filled
 - Use "out of service" as required
 - Record summer fleet inspections
 - Record summer initial prep inspection

7. QUESTION –

How/where should the GaDOE inspection forms be filed/stored?

ANSWER –

Inspection forms for the current year should be used as a management tool and it is recommended that forms NOT be buried in the individual vehicle file folder or buried inside an electronic database. Keeping the forms (one form/bus) in an expandable folder in numerical vehicle order allows for LSS easy access (in minutes) to GaDOE inspection records on the entire fleet. This further allows for a periodic self assessment at any time by the shop foreman, director, etc. to ensure that any issues are discovered and corrected in a timely manner.