

Transportation Maintenance and Inspection

Head Start Performance Standards

§ 1303.71 (b)
§ 1303.71 (e)
ORA 581-053-0070

Policy

Transportation staff will ensure that every bus is safe to operate and reliable for daily operation by adhering to a regular schedule of preventive maintenance and inspections of bus equipment, mechanics, and drivability. Community Action Head Start program must keep vehicle maintenance records for each bus used to transport children. Records should be kept for every service, adjustment, or repair.

Procedure

Required Emergency Equipment

The following equipment must always be carried on the bus:

- A charged **cellphone**
- An Emergency binder with injury and accident procedure guidance.
- A charged **fire extinguisher** must be securely mounted on the bus in the forward cab area with its location clearly marked. Fire extinguishers are checked during pre-trip inspections and documented on the **Vehicle Pre-Trip/Post-Trip Checklist** Form.
- Three **safety reflector triangles** must be securely mounted in the forward cab area. Triangles are checked during pre-trip inspections and documented on the **Vehicle Pre-Trip Checklist** form.
- A **first aid kit** must be securely mounted in the forward cab area with its location clearly marked. The kit must have a tamper proof seal and must be fully stocked.
- A fully stocked body fluid kit must be securely mounted in the forward cab area of the bus in a clearly marked location. At least two seat belt cutters must be securely mounted on the bus. One will be in the forward cab area and the other at the rear of the bus. Each cutter's location must be clearly marked.

Inspections

- Drivers are responsible for ensuring the bus is reliable and safe to drive. Drivers will complete a pre-trip inspection of each bus prior to driving it. Drivers will complete a **Vehicle Pre-Trip/Post-Trip Checklist** form.
- Drivers and monitors will complete a post-trip inspection and cleanup at the end of each route.
- New buses will be inspected by an ODE certified mechanic when received according to **ODE form 581-2242-P (Rev. 7/24)** for compliance with state requirements.

Maintenance and Repairs

- Each bus will receive an annual inspection by an ODE certified mechanic, in accordance with ODE requirements. All deficiencies have been corrected before September 1st each year (**Form 581-2255-M, Rev. 07/24.**)

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- All passenger diesel or gas buses will receive a lube, oil, and filter change service every 3 months or 5,000 miles. Service schedules will not interrupt route schedule.
- Drivers will report all mechanical defects, breakdowns, or conditions that could result in an inoperable bus to the Transportation Supervisor immediately, then submit a **Vehicle Defect Report** to the Transportation Supervisor by the end of the day.
- The Transportation Supervisor will call the mechanic to schedule a time for repairs.
- If there are any deficiencies or mechanical defects, only ODE certified mechanics may repair Head Start buses.
- In the event of mechanical failure while on route, student safety is the priority. The driver must first ensure that the bus is in a safe location while waiting for a replacement bus, placing reflective triangles around the bus if necessary. The driver or monitor will then notify the classroom teacher and Transportation Supervisor of the situation and estimate the ETA to the school, or the remaining bus stops on the route. Teachers will contact parents to explain the situation.
- The Transportation Supervisor can call for a tow and plans to get another bus to replace the broken-down bus.
- The Transportation Supervisor will then contact the Early Childhood Program Manager and Head Start Director to let them know the situation and the plan to get the children to school or home.

Fueling

- Drivers will ensure that their bus fuel tanks are at least half full at the end of each day, including the spare buses. Route buses will be fueled at least twice a week.
- Drivers will be aware of the type of fuel required for their vehicle, i.e., diesel or gas, and will fill the bus with only the appropriate fuel.
- For safety reasons, no one is allowed on the bus during refueling.
- Drivers are required to turn off the engine while fueling.
- Usage of cell phones is prohibited at all fueling stations.
- Drivers will remain near the fuel pump when fueling.
- Drivers will document on weekly Pre-Trip/Post-Trip form mileage and gallons.

Bus Regeneration

- Drivers will do highway regeneration twice a week on all buses that require regeneration.
- Drivers will complete a parked regeneration at the bus lot when lights indicate the need.