

Work Instruction – Resource Services Group

Title: Bus Maintenance Procedure

Work Instruction Number: FLEET-002

Revision: 0

Prepared by: Heather Pinto

Date: 11/26/08

- 1.0 Purpose:** Bus maintenance plan.
- 2.0 Scope:** To properly maintain the buses and shuttle vans in a safe operating manner.
- 3.0 Responsibility:** Fleet logistics manager.
- 4.0 Procedure:** Buses and shuttle vans will follow these maintenance and repair procedures:
 - a. Bus and Shuttle Van Maintenance**
 - i. Daily**
 1. Follow Bus Operators Daily Inspection Report for buses or shuttle vans. Inspection will be performed by leads and drivers before the shift begins, before the first drive of the day and by the end of the last shift.
 2. Bus Operators Daily Inspection Report will remain on the bus for one day before being collected, reviewed by supervisor and filed in the Bus Services Office.
 - ii. Weekly**
 1. Inspect brake thickness and adjustment without adjusting automatic slack adjuster. Individuals performing inspections and adjustments must be trained and certified per 49 CFR 396.25.
 2. Brake measurements will be taken from the shoe out in 1/16 inch increments. Measurement will be reported to Bus Maintenance Record Keeper who will track the wear rate. Brake replacement frequency will be determined based on wear rate and replaced when needed.
 - iii. Every 45 Days**
 1. BIT inspection

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2. Lube chassis and foundation brake components (slack adjusters and s-cam bushings)

iv. Every 7,500 miles, 22,500 miles and 52,500 miles

1. GSA maintenance not covered in BIT (e.g. oil & filter change, air filter flow indicator, coolant filter, a/c evaporator filter, drain fuel/water separator).

b. Out of Service

- i. When problems are noted during the Bus Operators Daily Inspection, LBNL Bus Tag Program for Mechanical Bus Problem procedure will be followed.

c. Records

- i. Bus Operators Daily Inspection Report will be filed in the Bus Services Office.
- ii. Brake and BIT inspection reports will be filed in bus file by Bus Maintenance Record Keeper.