



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3544  
Page 1 of 2

## Business & Non-Instructional Operations

### Equipment

#### 1. Purpose and Scope

To provide a comprehensive system for reporting needed repair and maintenance of district vehicles.

#### 2. In the event of a malfunction involving a district vehicle, the operator will comply with the following:

- A. Complete a Transportation Repair Form providing details of malfunction. Bring the repair form and the vehicle to transportation.
- B. Do not operate vehicle if it will cause further damage or is unsafe to operate.
- C. If vehicle is immobilized or legally inoperable, call Transportation at 536-7521 and report the problem. A mechanic will be sent to repair or pick up the vehicle.
- D. Any work, other than routine maintenance or repairs, will require the signature of an administrator to authorize the work.

#### 3. Preventative Maintenance

- A. Preventative maintenance will be performed on the vehicle or equipment periodically to service it and perform a safety inspection.
- B. Any deficiency noted involving safety will be repaired or the vehicle will not be operated nor released to the school until such time the repairs have been completed.
- C. Schools or departments to which the vehicles are assigned must arrange for the release of the vehicles to the Transportation Department for scheduled inspections and preventative maintenance. If unable to keep appointment for servicing, another must be rescheduled within a reasonable length of time.

#### 4. Recommendations to Replace Vehicles

- A. Vehicles which are approaching or are beyond economical cost to repair will be reported to the assistant principal or department head and a determination will be made as to whether the vehicle should be surplused.