

AMP Development Worksheet

Topic #1

Statement of Problem, Question, or Situation

Develop a plan to resolve the breakdowns and instill once again the confidence of the district in the safety of the department's school buses.

Consider the vehicle maintenance program the primary focus of this plan

Attributes of Problem, Question, or Situation

Examples of:

Qualities
Characteristics
Traits
Features
Elements
Parts
Aspects

A successful model school bus maintenance program:

- Safety inspections
- Preventative maintenance
- Driver pre-trip safety inspection
- Training
- Record keeping
- Appropriate staffing level

Describe strategies or options to focus on attributes

Review literature in professional publications on best practices in school bus maintenance operations. (See article: "Best Practices in a Changing Shop" School Transportation News [June 2005])

Review current fleet safety inspection and maintenance procedures with vehicle maintenance staff.

Review driver pre-trip/post-trip procedures.

Review current preventative maintenance program as well as lubrication requirements.

Review the qualifications and experience of the vehicle maintenance staff.

Review the certifications of the vehicle maintenance staff.

Spot check the vehicle maintenance records paying particular attention to "unscheduled" vehicle mechanical failures versus "scheduled" service intervals.

Handout: Michigan's Model Maintenance Program

Handout: Michigan's Model Maintenance Program/Safety Inspection

Michigan Department of Education's website: www.michigan.gov/mde Transportation /Best Practices

Web search: www.asecert.org (school bus technician certification test series)

<u>Identify AMP objectives</u>	<u>Define minimum performance levels for each</u>
<ol style="list-style-type: none"> 1. Implement a driver pre-trip/post-trip bus inspection program. 2. Implement a program to get repair technicians (mechanics) ASE certified in all areas in which they work and staffing at appropriate levels. 3. Implement a maximum 36-day safety inspection program with timely vehicle repairs. 4. Implement a preventative maintenance program consistent with manufacturer recommendations. (lube/oil change) 5. Implement a records system (hard copy and/or electronic) that provides maintenance information on every maintenance event including parts cost and labor costs. 6. Implement a special projects program to review vehicle unscheduled service interruptions, warranty needs, paint needs to schedule service before it results in a breakdown. 	<ol style="list-style-type: none"> 1. Most drivers (90%) conduct a daily pre-trip/post-trip vehicle inspection and submit the form. 2. After two years, most of the repair technicians are ASE certified in most of the areas in which they work and staffing levels are at appropriate levels. 3. Most of the buses (85%) are inspected at a maximum interval of 36 days with timely repair of deficiencies. 4. All buses receive preventative maintenance (a lube and oil change) within the maximum limits established by the manufacturer. 5. Records of all maintenance events are kept in a vehicle file and include costs in parts and labor for all maintenance events for the entire district service life of the bus. 6. A special projects program is in place and is working as measured by a significant decrease in unscheduled service interruptions.

<u>List actions/tasks to accomplish objectives</u>
<ol style="list-style-type: none"> 1. Look at MAPT website and ISD websites and the National Congress on School Transportation-2005 for sample pre-trip/post-trip forms. Adopt a form, train the drivers, and monitor the rate of form completion. 2. Negotiate a contractual provision that increases pay for mechanic/technician ASE certification in all areas in which they work. Seek to have the district pay for the first test in each desired ASE certification area. 3. Implement the Safety Inspection provisions of the Michigan's Model Maintenance Program. (See Handouts, Michigan Department of Education Website-Transportation/Best Practices) 4. Review manufacturer recommendations and implement a preventative maintenance program (lube, oil change) consistent with the recommendations. 5. Review vehicle maintenance and repair records systems and implement the system that best meets the department's needs. 6. Following a review of the "unscheduled" service interruptions in the fleet, implement the special projects component of the Model Maintenance Program.

Identify methods to evaluate actions/tasks to meet objectives

1. Review daily the % of driver pre-trip/post-trip forms submitted and take progressive disciplinary steps against those not in compliance.
2. Annually review the repair technician/mechanic ASE certifications to insure they are current. Take corrective action when necessary.
3. Review the % of buses receiving required safety inspection and timely repairs weekly. The % of buses "out-of-service" is an indicator of the timeliness of the service.
4. Review lube/oil change intervals by spot checking the vehicle records system. Require technicians to post on a board the pre-scheduled safety inspections and projected preventative maintenance intervals weekly with an indicator of completion.
5. The above reviews of records will serve as a good indicator of the use of the designated records system. Also, require that the driver of the bus receive a copy of the work order anytime maintenance is completed on the vehicle.
6. Review with the maintenance staff on a quarterly basis the need for Special Projects. This is especially important immediately prior to school year startup for purposes of painting bumpers, wheels, etc.