
WAREHOUSING OF BUSES AND MOTOR POOL VEHICLES (TRS-P008)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This covers the procedure for inside and outside warehousing of district buses and motor pool vehicles.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation, Transportation Administrative Secretary

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 None required

5.0 PROCEDURE:

- 5.1 Transportation Department maintains database of all vehicles (buses, vans, cars, trucks, etc.) with information related to each vehicle. Information includes, but is not limited to, ID number, license number, make, model, year, and assigned driver.
- 5.2 Transportation Department maintains file on all maintenance/repairs on all vehicles.
- 5.3 All motor pool and buses are housed in the Transportation warehouse area (inside and outside).
 - 5.3.1 Each bay is numbered, buses are numbered, and assigned to a particular bay.
 - 5.3.2 A diagram of the bay with assignment of vehicles is posted in shop and kept at the Transportation Department office.
 - 5.3.3 Spots are assigned for outside buses and motor pool.
- 5.4 The Shop Assistant assures bus and motor pool vehicles are in assigned locations at the end of the working day.
 - 5.4.1 If a vehicle is not in its assigned location, the Shop Assistant checks log and/or radios vehicle regarding return. Log is produced daily by Transportation Dispatcher. See Procedure TRS-P002.
 - 5.4.2 Shop Assistant secures insides warehouse.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Vehicle database
- 6.2 Maintenance file
- 6.3 Diagram of bay assignments

**WAREHOUSING OF BUSES AND MOTOR POOL VEHICLES
(TRS-P008)**

WENATCHEE SCHOOL DISTRICT

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents listed in 6.0	Transportation Dept.	Always; updated as necessary	Not applicable	None

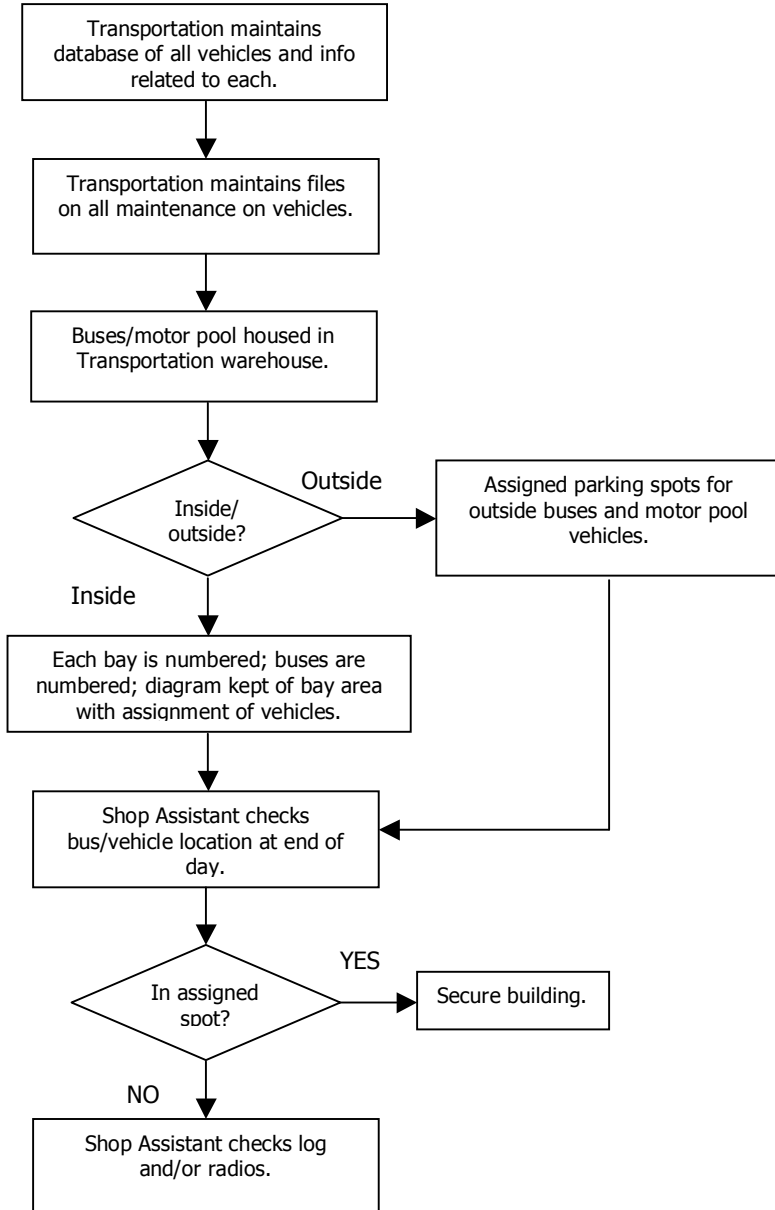
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
15-Apr-02	A	Original release
20-Apr-07	B	Changed 5.4.1: Changed weekly to daily.

WAREHOUSING OF BUSES AND MOTOR POOL VEHICLES (TRS-P008)

WENATCHEE SCHOOL DISTRICT

Exhibit "A"



**** End of procedure ****