

Bus Purchasing and Maintenance

The Eagle County School District shall provide for safe and adequate transportation of students and staff. Two important elements of this goal are the proper selection and the proper maintenance of District-owned vehicles. The School District shall establish an ongoing preventive maintenance program for its vehicles.

Buses and other vehicle purchases are a very large portion of the annual School District budget. To maintain a reliable fleet and protect any annual budget from an abnormally large vehicle replacement purchase requirement, a five-year fleet rotation plan will be implemented by the Superintendent (*or his/her designee*). The plan will be updated and maintained in the Business Office.

Buses

Specifications for buses shall accommodate all federal, state, and Board of Education requirements. Documentation for specification requirements shall remain on file in the Business Office. The Director of Transportation shall be responsible for initiating the specifications in a timely manner so as to allow adequate time for bidding purposes. The specifications will be presented to the Superintendent (*or his/her designee*) for approval **on or before January 1** of each year. The Superintendent shall review and initial such specifications. The Superintendent (*or his/her designee*) will then present the specifications to the Board of Education **no later than the first Board meeting** of each calendar year.

Buses shall be purchased that meet all current federal and state regulations.

Due to the severe weather conditions and environment in the Eagle County School District, buses should be purchased that provide for adequate protection from the climate. Criteria used in selecting buses shall include efficiency, economy, and longevity. While unique circumstances may require early retirement of buses, buses shall be recommended for replacement after 13 years of service and/or 225,000 miles. All school buses purchased shall be equipped with adequate retarders.

To maximize the longevity of the bus fleet, the Director of Transportation shall be responsible for implementing a preventive maintenance program. A written schedule of preventive maintenance will remain on file in the Transportation Office.

Other Vehicles

Vehicles other than buses shall be purchased on an as needed basis. A fleet of passenger cars and utility vehicles shall be provided based on demand and need. Vehicles shall be purchased to provide maximum utilization, safety, efficiency, and economy. While unique circumstances may require early retirement of vehicles, vehicles shall be recommended for replacement after 100,000 miles. To maximize the longevity of the vehicle fleet, the Director of Transportation shall be responsible for implementing a preventive maintenance program. A written schedule of preventive maintenance will remain on file in the Transportation Office.

Repair mechanics will be provided to accommodate the maintenance requirements of the District fleet. The mechanics will be required to provide a storage chest and all basic tools necessary for normal fleet requirements. The District recognizes that these tools wear out due to repeated use. Therefore, an annual allowance for tools in an amount determined and recommended by the Director of Transportation and approved by the Assistant Superintendent shall be provided to the mechanics. Tools that are unique to District-owned vehicles as well as equipment exceeding \$250 in cost will be provided by the District.