



Administrative Procedure 8050

School Bus Maintenance and Inspection

Board Governance Policy Cross Reference: [1](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[Manitoba School Bus Driver's Handbook](#)

[The Highway Traffic Act: \(95/2008R, 76/94R\)](#)

[The Public Schools Act \(465/88R\)](#)

Date Adopted: November 2006

Amended: May 2019

The maintenance and inspection of all buses shall be done according to the Statutes and Regulations of the Province of Manitoba and in conjunction with the Manitoba School Bus Driver's Handbook. Maintenance of all buses will also be done according to periodic maintenance bulletins issued by Manitoba Education and recall notices as issued by the School Bus Manufacturer.

School bus drivers shall be required to complete a pre-trip inspection prior to and a post-trip inspection upon completion of each regular route. The pre- and post-trip inspections shall be completed in accordance with the guidelines as laid out in the Manitoba School Bus Driver's Handbook.

For field trips and co-curricular trips, the procedures to be followed are:

- When a field trip or co-curricular activity is to depart immediately, or shortly after completion of the regular route, a post-trip inspection should be undertaken as outlined in the Bus Driver's Handbook after the regular route and prior to departure on the field trip with a second post-trip inspection upon completion of the field trip.
- When the regular route is to depart immediately upon completion of a field trip or co-curricular activity, if the bus has been out of service (parked) for sufficient time prior to departure on the field trip, a pre and a post-trip inspection shall be undertaken following the field trip and prior to the regular route with a second post-trip inspection upon completion of the regular route.
- When the bus goes directly from a regular route into service on a field trip and then into service on a regular route – a series of post-trip inspections shall occur between each re-assignment and following the last assignment on that day.

- Upon arrival at the destination on an all-day field trip, a post-trip inspection is to be undertaken to detect any problems which may require immediate attention. On a field trip, where extensive layover time is involved (in excess of three hours), a pre-trip inspection shall be undertaken prior to returning home. A post-trip inspection shall be undertaken upon completion of the field trip.

The foregoing is to apply only when the same bus and driver are involved. Prior to operating any bus for the first time on any day, a pre-trip inspection must be undertaken, and the signature of the operating driver entered in the log book.