

	STANDARD OPERATING POLICY AND PROCEDURE Public Works Transit Services Division	Number: 80-12
Subject: Post-Trip Inspection		Approval Date: January 9, 2015
Approval: Aimee Ramsey, Assistant Director		Effective Date: January 9, 2015

1. PURPOSE

1.1 To ensure proper Post-Trip Inspection are being completed.

2. DISTRIBUTION

2.1 Transit Services Personnel

3. REVISION HISTORY

4. PROCEDURE

- 4.1 On your Inspection Form enter the ending mileage.
- 4.2 Clean area around driver's seat, condensation from cup in cup holder, wrappers from snacks, etc
- 4.3 Turn on all lights including the inside lights.
- 4.4 Walk the inside of the bus looking for items left from passengers, spilled items, dirt, etc. You may need to sweep the floor or wipe down seats/windows.
- 4.5 Close all windows
- 4.6 As you walk the inside of the bus also look to make sure the wheelchair restraints are stored and out of the walkway of the passengers. Also look for damage, torn seats, rubber on floor coming up, etc. Do all the inside lights work?
- 4.7 Check under the vehicle for any leaks. (A/C compressor may be dripping water. This is OK.)
- 4.8 On the inspection report write any newly found damage or vehicle defects. Also include ending mileage and fuel level. Do not forget to sign the report.
- 4.9 Turn off all lights, close and lock doors. Do you have the vehicle keys?
- 4.10 Replace any items in/on the bus that needs to be replaced (broom, umbrella, PPE Kit item, etc)
Ask dispatch or a Crew Leader for the replacement item(s).
- 4.11 In the office.
- 4.12 Turn off and plug in the two-way radio in its proper place.
- 4.13 Return the vehicle key to its proper place.
- 4.14 Complete any other post-trip discussion with dispatch and/or supervisors if necessary and complete any other post trip reports that are necessary.
- 4.15 Enter the current time plus five minutes from the tablet log out time on the inspection sheet. This five minutes will allow you to enter your time in Munis.
- 4.16 Place the inspection report into the assigned vehicle inspection report mail slot.
- 4.17 Total time on route is rounded to the nearest 15 minutes. Example: total route time is 5hrs 05 minutes (0 to 5 minutes), Total route time will be 5 hrs. If the total route time is 5hrs 06 minutes (6 to 15 minutes), Total route time will be 5hrs 15 minutes.
- 4.18 This is the time you place on your paper time sheet and the time you place in Munis. Time needs to be entered in 15 minute increments, ie, .25 for 15 minutes, .5 for 30 minutes or .75 for 45 minutes.

AUTHORIZED

Aimee Ramsey, Assistant Director