

**SCHOOL-OWNED VEHICLES:  
BUS MAINTENANCE**

**CNBA (R)**

It is the operator or driver's responsibility to ensure that their vehicle is properly inscribed on both sides with:

1. The round NEISD "logo" or starburst.
2. The large "NEISD" letters.
3. The correct vehicle number.

All District vehicles need to be cleaned and washed periodically to ensure that the inscription remains visible.

**VEHICLE  
MAINTENANCE**

Major vehicle repairs will be performed by District shop mechanics, but it will be the responsibility of each driver to report mechanical problems.

No vehicle will be driven if the condition of that vehicle will contribute to an accident.

Each driver will perform daily checks and see that repairs, if needed, are accomplished prior to operation of the vehicle. The daily check list shall include:

1. Check water, oil, and fuel.
2. Check for visible leaks.
3. Check lights ñ all lights including turn signals.
4. Check tires.
5. Check safety equipment.
6. Check windshield wipers.
7. Check brakes ñ including emergency brakes.
8. Check dashboard instruments.
9. Report faulty equipment to supervisor.

**SAFETY  
EQUIPMENT**

All safety equipment such as seat belts and/or harnesses, when provided, will be worn at all times.

DRIVER  
RELIABILITY

The following shall apply:

1. All drivers shall have a valid driver's license.
2. All drivers or driver applicants shall be required to pass a written test designed to show basic knowledge of traffic laws and vehicle operations.
3. All drivers shall be required to have eyesight equal to prevailing requirements. (State: 20/40 without glasses; 20/50 with glasses) Glasses shall be worn, if required, to obtain a driver's license.
4. All drivers shall be on probation for a period of 60 days. Surveillance shall be maintained by supervisory personnel to determine driving habits.

ISSUED DATE: 11/093/87