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## **SCHOOL BUS BREAKDOWN PROCEDURE (TRA-P027)**

Sacramento City Unified School District

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### **1.0 SCOPE:**

- 1.1 This procedure discusses the process that is used by the dispatch office to handles breakdown of school buses in Sacramento City Unified School District.

### **2.0 RESPONSIBILITY:**

- 2.1 Scheduler/Dispatcher
- 2.2 Fleet Supervisor

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Transportation \_\_\_\_\_

### **4.0 DEFINITIONS:**

- 4.1 Cell Phone Log (TRA-F030)
- 4.2 Bus Breakdown Form (TRA-F013)

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6.3 Bus Routing instructions (TRA-F036)

6.4 Bus Breakdown Form (TRA-F013)

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
(TRA-F029)	File Cabinet	7 Years	Discard as desired	Secured Office
Bus Routing Instructions (TRA-F036)	Route Cabinet	Route Life	Discard as desired	Secured Office
Bus Breakdown Form (TRA-F013)	File Cabinet	7 Years	Discard as desired	Secured Office

### 8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/27/06	A	Initial release

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