

Information Bulletin

PT 401 (03.18)

Maintenance of Public Passenger Vehicles

Holders of operator accreditation (accredited operators) are required, under section 29 of the *Transport Operations (Passenger Transport) Standard 2010*, to have and comply with a documented maintenance program for each vehicle used to provide a service under their accreditation.

The program must provide for and maintain records of:

- **Daily pre-trip vehicle inspections** to a standard appropriate to an experienced driver of that general type of vehicle. The purpose is to identify defects that may endanger public safety or would substantially reduce passenger comfort.
- **Defects.** The program must include a system for ensuring that defects are reported and that repairs to defects that may endanger public safety are completed before a vehicle is returned to service.
- **A maintenance schedule for each vehicle** - at a level comparable to the manufacturer's maintenance schedule for the vehicle.

Daily pre-trip vehicle inspections

It is recommended that the daily pre-trip vehicle inspection be performed and recorded either by the driver, operator or a person authorised by the operator. The checks should include, but are not limited to, the following items:

- fluid levels (eg. engine oil, fuel, coolant, brake)
- operation and effectiveness of the brakes
- effectiveness of the steering
- sound warning device (horn)
- stability and operation of rear vision mirrors
- inspection of tyres, wheels, lights, signs, number plates, operator accreditation number, specialist equipment (for example, lifts)
- windscreen for cleanliness and defects
- general condition (e.g seatbelt wear) and cleanliness of vehicle interior - this requirement applies to scheduled services.
- fastening of all external doors (for example, luggage compartments, engine bay compartment) on the vehicle.

An example of an acceptable method for recording daily inspections is attached.

For additional information about standards for vehicles used to provide general route services or school services, refer to information bulletin on [PT403 Cosmetic Standards \(Applicable to General Route Services and School Services\)](#).

Reporting and clearing of vehicle defects

Accredited operators must maintain written records about the reporting and clearing of vehicle defects. These could be maintained in a workshop fault book. When a defect is identified an assessment should be made and recorded of whether the vehicle is safe to be driven. The record must also provide details of the defect and any actions taken to rectify the defect.

Records about the reporting and clearing of defects should be maintained in a format that can be audited by the Department of Transport and Main Roads. An example method for recording and clearing defects is attached.

Maintenance schedule

Accredited operators are required to maintain a maintenance schedule for each vehicle. As a minimum, the schedule must meet the servicing and maintenance program specified by the vehicle's manufacturer.

An operator is also required to record all maintenance performed on each vehicle.

If requested, the operator must be able to show the Department of Transport and Main Roads their vehicle maintenance schedules and records of all vehicle maintenance.

It is recognised that environmental factors (such as vehicle usage and road conditions) may impact on the frequency of vehicle servicing. However, the obligation remains with the operator to show that the maintenance schedule is of an appropriate standard and frequency.

An example of a maintenance schedule is available from vehicle manufacturers and a recommended program is provided with new vehicles. A very basic example of a schedule might start with the following table. The schedule is the operator's plan of what he intends to do on the vehicle and when (or how often) he intends to do it.

Every 5 000 Km	A Service
Every 20 000 Km	B Service
Every 80 000 Km	C Service

An operator's program should list the work to be undertaken on each service and the servicing schedule would need to meet or exceed the manufacturer's recommendations.

Records from the operator should confirm that any planned servicing of a vehicle is being completed.

Maintenance schedules from manufacturers may sometimes only go to 150 000 or 200 000 km. In circumstances where an operator wishes to continue using the same schedule and the vehicle has travelled more than that distance, the operator should make a written record in their maintenance schedule that they would, at least, duplicate the servicing of the vehicle, for the period of 150 000 km or 200 000 km, whatever the case may be.

Additional information

This bulletin has been produced as a guideline and is not a reference to a point of law. Clarification of any information in this bulletin may be obtained by contacting a regional passenger transport office. Contact details can be found at translink.com.au/contact-us

The *Transport Operations (Passenger Transport) Act 1994*, *Transport Operations (Passenger Transport) Regulation 2005* and *Transport Operations (Passenger Transport) Standard 2010* can be accessed on the internet at legislation.qld.gov.au

Additional information about public passenger services is available on the Department of Transport and Main Roads internet site at tmr.qld.gov.au/information_bulletins.

Example of a vehicle inspection and defect reporting/clearing system

The following example shows an acceptable mechanism of;

1. using a daily vehicle inspection checklist, and
2. recording and clearing of a defect.

While it is not mandatory for operators to use the process and forms shown, to satisfy section 27 of the *Transport Operations (Passenger Transport) Standard 2010*, an operator must capture the same information.

The forms used in this example are:

1. **Record of Daily Inspection** (completed by the driver) to record findings from the daily inspections. Note: A blank form is attached to act as photocopy master.
2. **Workshop Fault Book** (managed by the operator) to track the reporting and clearing of defects.

1: Record of Daily Inspection

On the vehicle's daily inspection record dated 15/03/99, the driver noted damage to the windshield and requested repair by making an entry in the workshop fault book.

When the repairs are completed, the fault is cleared from the workshop fault book by the repairer or service supervisor and the clearance date is noted on the record of daily inspection.

RECORD OF DAILY INSPECTION			
Odometer Reading (Start) _____			
	MON 15/03/06	TUE 16/03/06	WED 17/03/06
Name of Driver	<i>A. Driver</i>	<i>B. Driver</i>	
Check Oil & Water	✓	✓	
Check Fuel Level as Required	✓	✓	
Check Steering, Horn & Turn Indicators	✓	✓	
Check Brakes, Brake Lights & Tyre Pressure	✓	✓	
Check Mirror Settings	✓	✓	
Check passenger doors and any other external doors and hatches	✓	✓	
Any Damage to Windshield, Wheels, Tyres, Light Signs?	Stone chip to windshield	As left	
Is Vehicle Clean?	Yes	Yes	
Recorded Faults in Workshop Fault Book?	Yes	Yes	
Driver Initials	<i>A. D.</i>	<i>B. D.</i>	
Date That Faults Were rectified	<i>1 / 1</i>		
Repairer's name & initials of Operator or Service Supervisor	<i>Windscreens O'Patrick S. Supervisor</i>		

Additional checks required by Operator			
	MON 15/03/06	TUE 16/03/06	WED 17/03/06
Odometer End	109392	109415	
Odometer Start	109376	109392	
Distance Travelled	16	23	
Quantity of fuel purchased			

2: Workshop fault book

The use of an A4 exercise book is a simple mechanism for recording the requirements for vehicle repairs and service.

Please note: that the windshield damage reported for the date 15/03/99 has not been cleared by the operator/ service supervisor until the 23/03/99.

Fault Book : Mazda Bus: Rego 123 ABC	
Faults recorded by driver this side	Faults corrected by repairer or Service supervisor this side
<ul style="list-style-type: none"> Windshield has stone chip. Reported on daily check 15/3/99. Signed A. Driver 	<ul style="list-style-type: none"> Contacted repair agent, repairs scheduled for 23/03/99 Signed S. Supervisor 15/3/99
	<ul style="list-style-type: none"> Windshield repaired by Windscreens O'Patrick 23/03/99. Fault cleared from daily check. Signed S. Supervisor
Each entry is separated	

Faults transferred from the record of daily inspection are recorded on the left hand side of the page and the clearing of defects are shown on the right hand side of the page. By making visual check of the workshop fault book, the operator, drivers or departmental officers can see which faults have been reported, which faults have been rectified and more importantly, which faults remain.

Faults identified through the Certificate of Inspection process should also be recorded under this process (a vehicle is defected at a pit inspection). What action was taken to repair these faults and when was it signed off the service supervisor also needs to be recorded.

RECORD OF DAILY INSPECTION: Vehicle Rego: _____

Odometer Reading (Start): _____ Odometer Reading (End): _____

	MON / /	TUE / /	WED / /	THUR / /	FRI / /	SAT / /	SUN / /
Name of Driver							
Check Oil & Water							
Check Fuel Level as Required							
Check steering, horn & turn indicators							
Check brakes, brake lights and tyre pressure							
Check mirror settings							
Check passenger doors and any other external doors and hatches							
Any damage to windshield wheels, tyres, lights or signs?							
Is Vehicle Clean?							
Seatbelts checked for wear							
Recorded faults in Workshop fault book?							
Driver initials							
Date that faults were rectified							
Repairer's Name and Initials of Operator or Service Supervisor							
Additional Checks Required by Operator							
Odometer end							
Odometer start							
Distance travelled							
Quantity of fuel purchased							