




**Division of State Patrol
Policy and Procedure**

Number
8-2

Subject SCHOOL BUS INSPECTION	
Author/Originator Bureau of Field Operations	Approved by  Superintendent
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to inspect Wisconsin school buses at least once a year and to conduct spot checks of buses on a random basis as resources permit.

II. BACKGROUND

Promulgation of enforcement standards for motor vehicles used in transporting pupils is a statutory responsibility of the Wisconsin Department of Transportation. Responsibility for enforcement and compliance is vested in the Division of State Patrol, Motor Carrier Enforcement (MCE) Section.

III. OBJECTIVE

The objective of this policy is to ensure that sufficient and qualified personnel are assigned to annually inspect all Wisconsin school buses in order to promote the safe transportation of pupils in motor vehicles.

IV. PROCEDURE

A. MCE Lieutenant:

1. Monitor, review and direct the Division's statewide school bus inspection program to ensure compliance with applicable statutes and administrative rules and to meet Division goals.
2. Prepare an annual Division school bus inspection summary report and others as required.

B. MCE Sergeant:

1. Schedule sufficient personnel to conduct annual school bus inspections.
2. Schedule personnel to check for overloading of buses and conduct follow-up checks on a random basis to insure compliance with school bus inspection or carrier requirements.
3. Ensure school bus inspection data is entered in the Traffic and Criminal Software (TraCS) data system no later than two weeks following completion of the inspection.
4. Ensure school bus inspections are being conducted in accordance with training, Division guidelines and this policy.
5. Review inspection report data for accuracy.
6. Prepare an annual Region school bus inspection summary report and other reports as required.

C. School Bus Inspector:

1. Complete a presale or regular school bus inspection form for each unit inspected.
2. Conduct school bus inspections according to instructions from supervisor, training, Division guidelines and this policy.
3. Deliver a copy of the school bus inspection form to the applicable school administrator and carrier official.
4. Deliver certification copy of the school bus inspection form to the applicable maintenance supervisor and explain the repair verification procedure to be followed.
5. Enter school bus inspection data in the TraCS data system within two weeks of completion of the school bus inspection.

V. REFERENCES

Wis. Stats. Sec. 110.06, 110.064, 121.54, 340.01(35)
TRANS 300, Wisconsin Administrative Code
DSP School Bus Inspection Manual
TraCS