
TRANSPORTATION WORK ORDER PROCESS (TRS-P001)

DCSS – Transportation Services

1.0 SCOPE:

- 1.1 This procedure applies to transportation department employees when a request for work is required for a school system owned vehicle.

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2.0 RESPONSIBILITY:

- 2.1 Director of Transportation

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 Work Order
- 4.2 GEMS: Government e-Management Solutions

5.0 PROCEDURE:

- 5.1 In the event that maintenance or some other type of work is required to be performed on a bus or school system owned vehicle, the driver/employee shall either contact the Shop Foreman or complete a "Drivers Maintenance/Defect Report" and submit to the Shop Foreman.
- 5.2 The Shop Foreman, ensuring the request is valid, will enter the information into the GEMS computer program to initiate the request, or manually handwrite a work order. Information entered shall include, but not be limited to:
 - 5.2.1 Vehicle Number;
 - 5.2.2 Mileage of the vehicle;
 - 5.2.3 Date of the request;
 - 5.2.4 Description of the complaint.
- 5.3 Once the information has been entered, the work order is printed. If the request for work was the result of the "Drivers Maintenance/Defect Report" form, the form is stapled to the work order and assigned to a mechanic by the Shop Foreman.
 - 5.3.1 The Shop Foreman is responsible for determining the necessary priority and properly notifying mechanics, as necessary, of the priority.
- 5.4 The mechanic is then responsible for carrying out the necessary work. Once completed, the mechanic shall record the appropriate information on the work order and submit back to the Shop Foreman.
 - 5.4.1 In the event the work conducted required additional parts, the mechanic shall request parts from the Parts Clerk referencing the work order number. The Parts Clerk shall log the parts information request against the work order number for proper financial accounting.

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5.5 The Shop Foreman shall update the GEMS computer program with the information recorded on the work order form and close out the work order request, electronically.

5.6 The work order hard copy is then filed by location per the quality records table in this procedure.

6.0 ASSOCIATED DOCUMENTS:

6.1 Work Order Form– printed from the GEMS computer program

6.2 Drivers Maintenance/Defect Report, Form No. TRS-F001

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Work Orders – Electronic	Computer	Minimum 1 year	Back up	Archive
Work Orders – Hard Copy	Transportation Dept. - Files	Minimum 1 year	Not Required	Dispose as desired.

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
26-May-04	B	Change in section 5.2.

***** End of Procedure *****