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Policy](#)**GARAGE GUIDELINES**

1. All purchases for maintenance and repairs shall be authorized by the Head Mechanic.
2. All maintenance and repair work on the division's bus fleet will normally be performed at the division garage and by the division's work force. Rev 9 Nov 99 (17)
3. Further to subsection (2), repairs of a minor nature may be done at a local garage as arranged by the Transportation Assistant and bus driver; i.e. replacement of head lamp, windshield wiper, repair tire, etc. All such repairs must be reported on the driver's monthly report and payment of invoice approved by the Head Mechanic.
4. The Transportation Supervisor may authorize certain repair work requiring specialized equipment to be contracted outside the division garage; i.e. work requiring machining, automatic transmission rebuilding, frame repairs, specialized component rebuilding body work, etc. Rev 9 Nov 99 (17)
5. Certain repairs, specifically to those buses under warranty, may be done by the manufacturer's representative/dealer in order to comply with the conditions of the warranty.
6. All used tires shall be sold at the rate established by the Transportation Supervisor.
7. The Division shall supply coveralls for shop use either on a rental basis or buying them outright and paying half the cleaning cost.
24 June 85; Rev 4 Nov 97 (28); Rev 9 Nov 99 (17)