

Maintenance Management System (MMS)

The purpose of the Maintenance Management System (MMS) is to ensure that the bus is serviced and maintained in a safe and roadworthy condition. An MMS policy and procedure document needs to be produced outlining all of the processes for completing each of the different types of inspection and the intervals of the service and maintenance of the buses.

Documentation is also required to be kept with regards to how, when and what was serviced, maintained or rectified.

The components of an MMS are:

- Maintenance
- Inspections
 - Pre-trip inspections
 - Vehicle safety inspections
 - Annual bus safety inspections
- Defect reporting and clearance

Maintenance

The excerpt from the BSR is as follows:

BSR Sch 4.3 Maintenance activities

Details of the maintenance activities which must be completed for the buses operated by the accredited bus operator as specified by—

- (a) the vehicle manufacturer; and
- (b) other relevant sources deemed appropriate by the operator.

What does this mean – what do you need to do?

This requirement is specific to the ongoing maintenance and servicing of your bus in accordance with the manufacturers' specifications. The manufacturer will have already determined what and when you need to service and or change certain components that make up your bus. This includes but is not limited to items such as brakes, suspension, belts, hoses, filters and fluids. In most cases this information is available in your bus handbook and service manual issued when you took over ownership or control of the bus. Where you do not have a handbook or service manual you should contact the manufacturer to obtain one.

You must ensure you have a mechanism for identifying when your bus is due for service. This may be determined by time or kilometres travelled. The mechanism you implement should be proportionate to the size of your fleet. For example, a windscreen sticker may be suitable if you operate one or two buses but for a larger fleet an electronic means may be more appropriate. This is up to you but it is important that your bus does not exceed its service intervals.

When your bus is due for a service ensure you book it in with a reputable mechanic who signs off on the work completed. If you have an internal mechanic, ensure he or she has the appropriate competencies to carry out the service and keeps records all maintenance completed.

Trailers:

Maintenance also extends to trailers. If you do tow a trailer when operating your bus service, you must ensure that your trailer is in a safe and roadworthy condition. Defective or unmaintained trailers are a known risk that have the potential to cause catastrophic incidents.