**Services and Maintenance Discussion Record – Kyeema Support Services**

**To be completed once per service agent.**

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On behalf of Kyeema I, record that I have on

 *(Name) (Date)*

discussed the following matters with , a qualified mechanic and

 *(Name)*

owner of who performs the servicing and

 *(Business)*

maintenance of our buses:

* Scheduled maintenance and service internals for Kyeema buses are as set out in our Maintenance Management System
* Compliance is with the Bus Safety Act where a chain of responsibility applies
* Buses are to be serviced and maintained to a level at least equivalent to a recognised industry standard in conjunction with VicRoads VSI26; and
* That all bus service and maintenance work is performed using parts that meet or exceed the original equipment standard

I have provided the above-mentioned person with a copy of the following documents:

* Bus Safety Quarterly Inspection Procedure
* Manufacturer’s service standards (if accessible and they don’t already have them)
* VicRoads VSI 26 roadworthy standards booklet (if they don’t already have it)
* Drug and Alcohol Policy for reference purposes

Kyeema representative signature:

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Dated:

Kyeema representative Name: