

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Onboard Security System Maintenance
<b>Section</b>	Maintenance
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Develop a process to regularly inspect and maintain security systems onboard Agency vehicles.

**Procedure**

Prepare a written process to ensure that vehicle security systems undergo regular inspections and maintenance. The Transit Director shall assign a qualified employee or third party to perform a weekly security system maintenance inspection on all Agency vehicles. The inspection shall verify that all cameras function properly and are focused in the appropriate directions. The SD card should be changed during each inspection and given to the Transit Director for safe storage. All camera footage shall be stored for at least one month before the data is overwritten.

If a malfunctioning camera is found during an inspection, it shall be replaced with a spare unit until repairs are complete. The Agency shall keep spare lenses that can be used to replace cracked lenses.

All security system inspection and maintenance activities shall be documented in each vehicle's maintenance file.

**Responsibilities**

The Transit Director is responsible for assigning a qualified employee or third party to inspect and repair all vehicle security systems weekly.