

PRE-TRIP INSPECTION (CONVENTIONAL)

You must point to or touch the item to receive credit

APPROACH

Bus is not leaning from one side or the other

There are no fluid leaks under the bus, oil, coolant, transmission fluid or fuel

Looking for hazards to bus movement under or around the bus

Looking for damage or vandalism to bus

Reflective tape (if present) behind 'School Bus' present, not damaged or ripped

LIGHTS—first identify each set of lights, then inspect

Clearance lights—3 in front-proper color, amber

Student warning lights—ambers and reds

Headlights/High beams—clear. Look for reflectors inside light

Turn signals/Hazards—proper color. Reflective lenses

All lenses are clean, secure, not cracked or broken

OPEN HOOD—(Passenger side first)

Hood not cracked or damaged

Hood latches are securely mounted and not broken

Hinges are not bent or twisted, securely mounted

ENGINE

Start at the driver's side

Moisture: There is no excessive moisture on the engine or the compressor

Hoses: properly clamped with no leaks, bulges or kinks

Wires: there are no frayed, loose, exposed, or dangling wires

Transmission Fluid: Level is between add and full, checked with engine hot and running, at least once a week usually post trip

Power Steering Pump: Properly bolted to the engine, not cracked or leaking. All hoses are properly clamped with no leaks, bulges or kinks. It is gear driven

Oil level: identify location of dipstick. Oil level should be between add and full, checked daily with engine cold and not running

Power Steering Fluid: Locate reservoir. Level should be between add and full. Reservoir securely attached. Hoses are clamped with no leaks, bulges or kinks

Air Compressor: Properly bolted to engine, not cracked or leaking. Air lines have high pressure clamps with no leaks, bulges or kinks. It is belt driven

STEERING SYSTEM

Shaft: Straight, not twisted, bent or loose, no more than 2 inch play. U-Joints well lubricated and free of debris

Steering Gear Box: Properly bolted to the frame, not cracked or leaking.

Hoses are clamped with no leaks, bulges or kinks

Identify Pittman Arm, Drag Link, Upper and Lower Steering Arms and Tie Rod— they are not twisted or bent. There are no missing nuts, bolts, castle nuts or cotter pins.

Identify Joints and Sockets— they are not loose or worn

SUSPENSION

Shock: Upper and lower mounts properly secured to bus. It is not loose or leaking. No missing or worn bushings

Spring Mounts: Point to both front and rear mount. They are properly bolted to the frame and not cracked or bent

Springs: There are no missing, shifted, cracked, broken or misaligned leaves

U-Bolts: There are 2 U-bolts secured by 4 nuts. They are not twisted, bent or loose

BRAKES

Brake Hose: It is secured to the Chamber with a clamp and no leaks, bulges or kinks. I hear no air leaking

ABS Wire: Wire is not frayed, loose, exposed, or dangling and protective casing is not missing or worn

Brake Chamber: Properly clamped and bolted to the wheel. It is not dented and there are no air leaks

Push Rod: (Locate coming out of the Chamber) it is not bent or twisted

Slack Adjuster: (Locate) It is not bent or twisted. There are no missing nuts, bolts or cotter pins. If the wheels were chocked, brakes released, and when pulled by hand, the push rod should not move the slack adjuster more than 1 inch

Brake Drum: There are no dents, cracks or holes and it is properly bolted to the wheel

Brake Lining: Not worn dangerously thin, should be at least ¼ inch of brake pad. There is no grease or oil on the drum or lining which could come from a leaking Hub Oil Seal.

Look for a spray pattern or puddle on rim

**** Disc and rotors (if equipped):** Check rotors for cracks, dents or holes. Also check for loose or missing bolts. Check that disc pads are not worn dangerously thin. There are no slack adjusters, push rods, drum or linings with a disc and rotor system.

TIRES

ICD: Even tread wear with at least 4/32 Tread Depth.

Condition: There are no abrasions, bulges or cuts on the tread or inner or outer side walls.

Tire Inflation: Look for the metal valve stem: Valve stems are straight, cap is on tight, and proper tire Inflation is checked with a tire gauge

Rims: No dents, rust or welded repairs, check inner and outer rim

Lug Nuts: All tight, none missing. Looseness would be indicated by rust trails or shiny threads. No cracks radiating from bolt holes

Hub Seal Reservoir: No missing bolts, not leaking, cap tight, adequate amount showing in sight glass

Splash Guard: Properly bolted to bus with no rips or tears

PASSENGER SIDE OF ENGINE

Turbo: Housing not cracked, oil line not leaking. Not on a gasoline engine bus

Washer Fluid: Properly secure. Adequate amount in reservoir, no leaks to it or hoses

Coolant: Properly secure. Level is between add and full, no leaks to it or hoses

Alternator: Properly bolted to engine, not cracked or broken. Wires are not frayed loose, exposed or dangling. It is belt driven

Water Pump: Properly bolted to the engine, not leaking. It is belt driven

Belts: The belt that drives the Air Compressor, Alternator and Water Pump should not be cracked or frayed and should not have more than ½ to ¾ inch play

I will check the suspension, tire area and brakes like I did on the other side

CLOSE HOOD & FASTEN LATCHES

Mirror Brackets: Grab all 4. Brackets are properly bolted to the bus, not loose. The glass is clean and not cracked or broken. Mirror wire is properly secure, not frayed or exposed

PASSENGER ENTRY

Safety Sticker: OSHP Inspection Sticker is present and up-to-date

Door: Door open and closes freely. Hinges are properly secure and not broken. Glass is clean and not cracked or broken. Seals are not brittle and properly secure, not loose

Steps: Treads are properly secured, not torn or loose, no tripping hazard.

Hand Rails: (Grab them) properly bolted to the bus, not bent or broken

Step well light lens cover is properly secure, clean, not cracked or broken

SAFETY EQUIPMENT

Fire Extinguisher: 5 pound fire extinguisher is fully charged, needle is in the green, inspection sticker is up-to-date, properly secured to bus

Triangles and Fusees: 3 red reflective Triangles and 6-30 minute Fusees, box is properly secured to bus

Spare Fuses: Not needed. Bus is equipped with circuit breakers

Flashlight: Working with battery fully charged

Body Fluid Kit: Secured to bus, fully stocked

First Aid Kit: Secured to bus, proper size for bus, fully stocked

Emergency Cards: 3 cards with emergency numbers in First Aid Kit

WALK BACK

Aisle: Clear, free of debris and litter. Floor treads not worn, metal stripping secure, no tripping hazard

Seats: Check seat bottoms on the way to the back, frames bolted to the floor, seats secure in the frame

Emergency Exits: Windows—Point to 2 window exits. Demonstrate that window opens fully and closes properly, buzzer sounds and dome lights come on.

Roof Hatch—Point to 2 exits. Fully raise hatch, turn knob to 'open' position, push on knob. Hatch will open, buzzer will sound and dome lights will come on. (During inspection for an examiner it is not necessary to open hatch, merely describe procedure and explain expected results) (Leave rear hatch open for Strobe Inspection)

Emergency Door: Header is present. Lever opens door easily, buzzer sounds and dome lights come on.

Strobe: Through rear of hatch; strobe lens clean, not cracked or broken

Seat Backs: On the way back up to the front check that seat backs are secure, properly padded and free of vandalism; cuts, tears or writing

INSIDE CAB (Make sure door operation has been switched to 'normal')

Driver's Seat: Seat is properly bolted to the floor and is adjusted for the driver

Seat Belt: Properly secured to floor and wall, no cut or frayed fabric, latch works properly (put it on) and belt is adjusted for driver

Mirrors: Check all 7 mirrors. They are adjusted for the driver

Student Mirror: Bracket securely mounted to bus, glass clean, not cracked or broken

Visor: Bracket securely mounted to bus, clean, not cracked or broken

Windshield: Clean, not cracked or broken, no illegal stickers, seal not brittle, no leaks

ABS: Put key in ignition—turn key to Auxiliary (to the right). Point out that ABS indicator light will go on then go off showing system is working

Safe Start: Make sure foot is covering the brake pedal. Take gear selector and make sure that bus is in Neutral by putting it in gear and then back to Neutral. Make sure that Parking Brake knob is pulled out then turn the key until engine starts

(Turn on headlight switch. Dash and gear selector are illuminated)

Step Well Light: Light is working

Steering Wheel Play: No more than 10 degrees or 2 inches

Door: Shut door. Door opens and closes freely

GAUGES

Oil Pressure: Gauge rises in 3 to 5 seconds. Normal idle is 30 to 50 psi

Temperature Gauge: Normal is 180 to 220

Ammeter: Normal is at 0 or on the positive side

Voltmeter: Normal is 12 to 14 volts, all warning lights are off

Fuel: At least ½ or enough to complete the trip

Air Pressure: Has built to governed cut out rate of 120 psi in both tanks

BRAKE CHECKS

Parking Brake: With parking brake engaged, put gear selector in Drive. Lightly accelerate. Bus should not move

Service Brake: Release parking brake and allow the bus to reach 5 m.p.h.

Apply service brake. Bus should stop and not pull to the right or the left

Air Brake Check ****AUTOMATIC FAILURE IF NOT DONE CORRECTLY****

Air pressure must be at 120 PSI

Step #1: Make sure bus is on flat ground or chock wheels. Shut the bus off and turn the key to right (accessory). Do not step on brake.

Bus should not lose more than 2 psi in one minute

Step #2: Put foot on service brake. Bus should not lose more than 3 psi in one minute

Step #3: Begin fanning the brakes by stepping on and off brake pedal.

At 60 psi the low air light and warning buzzer should come on

Step #4: Continue fanning the brakes. Between 20 and 40 psi the parking brake knob will pop out

Restart bus using the Safe Start procedure

SWITCHES

Student, Step Well and Driver's Heaters: Turn switch on each one individually, check that heaters work on low and high. Feel under dash to make sure heater is working properly

Defroster: Turn switch to check that defroster works on low, medium and high. Feel across top of dash to make sure defroster is working properly

Fans: Turn switch for each fan to check that they work on low and high. Also reach up and check protective cages to see that they are securely mounted to the bus and not broken or loose

Wipers and Washers: Check that washer fluid will spray over windshield. Then check that wipers will work on intermittent, low and high. Also check that wiper blades are tight to windshield and not brittle

Horn: Check that both city horn and air horn (if equipped) will sound

Back-up Beeper: Put gear selector in reverse. Back-up beeper should sound

LIGHTS

Dome Lights: Operate all switches to make sure that all dome lights are working. Check that the lenses are not cracked or broken

Indicator Lights: Point to each light on the dash as you operate the switch

Left signal

Right signal

4-way hazards

High beam

Amber Student Warning lights

Red Student Warning lights—also point out that the Stop Arm functions properly and that the lights top and bottom flash alternately

Master Override

Strobe

Light Check: Ask for Examiner's assistance to check the operation of all lights

Strobe—before getting off the bus ask examiner to look through rear roof hatch for the operation of the strobe light

Front lights—Ask examiner to go to the front of the bus to check the operation of the following lights:

Clearance Lights, Red and Amber Student Warning Lights, Master Override, Left Signal, Right Signal, 4-way Hazards, Headlights and High Beams. Operate all lights

Right Side Lights: (Passenger) on the way to the rear of the bus, ask the examiner to check the operation of the following lights:

Clearance Lights, Right Turn Signal, Right 4-Way Hazard. Operate all lights

Rear Lights: Ask examiner to go to rear of bus to check the operation of the following lights:

Clearance Lights, Red and Amber Student Warning Lights, Right Turn Signal, Left Turn Signal, 4-way Hazards, Tail Lights, Brake Lights and Back-Up Lights. Operate all lights

Left Side Lights: (Driver) on the way back up front, ask the examiner to check the operation of the following lights:

Clearance Lights, Left Turn Signal, Left 4-way Hazards. Operate all lights

WALK AROUND (Shut off the bus, take the key, meet examiner at the door)

Side Lights: First identify each set of lights, then inspect

Clearance lights-proper color, 2 ambers in front and 1 red in rear. Turn signal/4-way Hazards-proper color, amber.

Reflectors-proper color, 2 ambers in front and 1 red in rear.

All lens covers are secure, clean, not cracked or broken.

Reflective Tape is present, secure, not ripped.

Windows: Windows are clean, not cracked or broken

Sheet Metal: Side of bus has no dents, scratches or vandalism

LOOK UNDER BUS AT MID-POINT

Frame: Longitudinal member/frame rails not twisted, bent, or broken and no welded repairs. No missing, cracked or bent cross members. No holes in the bus floor

Exhaust: No dents, cracks or holes. Leaks would be indicated by carbon soot. No missing or broken clamps; all tight, not loose. No missing or broken hangers securing it to the frame

REAR CROSS CHECK

TIRES

Inside tire: No abrasions, bulges or cuts

Inside rim: No dents, rust or welded repairs

Inner oil seal: Not leaking. Look for spray pattern or puddle on rim

BRAKES

Brake Drum: Properly bolted to wheel. No dents, cracks or holes

Brake Lining: Looking through the inspection holes in the backing plate; check that it is not worn dangerously thin, at least ¼ inch of brake material. There is no grease or oil on drum or linings.

Brake Hose: It is secured to the Chamber with a high pressure clamp and no leaks, bulges or kinks. I hear no air leaking

ABS Wire: Wire is not frayed, loose, exposed, or dangling and protective casing is not missing or worn

Brake Chamber: Properly clamped and bolted to the wheel. It is not dented and there are no air leaks

Push Rod: (Locate coming out of the Chamber) It is not bent or twisted

Slack Adjuster: (Locate) It is not bent or twisted. There are no missing nuts, bolts or cotter pins. If the wheels were chocked, brakes released, when pulled by hand, the push rod should not move the slack adjuster more than 1 inch

**** Disc and rotors (if equipped):** Check rotors for cracks, dents or holes. Also check for loose or missing bolts. Check that disc pads are not worn dangerously thin. There are no slack adjusters, push rods, drum or linings with a disc and rotor system.

SUSPENSION

Springs: There are no missing, shifted, cracked, broken or misaligned leaves

Torque Spring: There are no missing, shifted, cracked, broken or misaligned leaves

U-Bolts: There are 2 U-bolts secured by 4 nuts. They are not twisted, bent or loose

STAND UP AND MOVE TO REAR TIRE AREA

TIRES

Budd Spacing: There is no spacer, these are Budd wheels. Look for even spacing between the tires and no debris or foreign objects

ICD: Even tread wear with at least 2/32 Tread Depth.

Condition: There are no abrasions, bulges or cuts on the tread or inner or outer side walls.

Tire Inflation: Look for the metal valve stem: Valve stems are straight, cap is on tight, and proper Tire Inflation is checked with a tire gauge

Rims: No dents, rust or welded repairs

Lug Nuts: All tight, none missing. Looseness would be indicated by rust trails or shiny threads. No cracks radiating from bolt holes

Axle Seal: Secured with no missing nuts, not leaking

Splash Guard: Properly bolted to bus with no rips or tears and no more than 8 inches off the ground

SUSPENSION

Spring Mount: It is properly bolted to the frame and not cracked or bent

Shock: Upper and lower mounts properly secured to bus. It is not loose or leaking. No missing or worn bushings

Air Bag: Fully inflated, not leaking, no weather cracking

Air Bag Mount: It is properly bolted to the frame and not cracked or bent

Fuel Tank: Fuel door opens and closes properly. Tank is securely mounted up between the frame rails; support brackets are not bent or missing. All nuts and bolts are present. Tank has no dents, cracks or holes. I neither see nor smell any leaks from the tank, the lines or the cap. Cap is not missing, fastened tightly, seal is present

REAR OF BUS

Lights: first identify each set of lights, then inspect

Clearance lights-proper color, red

Red and Amber Student Warning Lights

Back-Up Lights-proper color, white

Tail Lights and Brake Lights-there are 4 and proper color, red

Left and Right Turn Signals/4-Way Hazards-proper color, amber

Reflectors-proper color, red

All lens covers are clean and not cracked or broken

Reflective Tape-present, not damaged or ripped

Rear Door: Handle opens properly from the outside. Door open and closes freely. Hinges are properly secure and not broken. Glass is clean and not cracked or broken. Seals are not brittle and properly secure, not loose.

Dome lights come on and buzzer sounds. Check bus floor for cleanliness

LEFT SIDE OF BUS

TELL EXAMINER THAT YOU WOULD CHECK EVERYTHING ON THE LEFT SIDE OF THE BUS AS YOU WOULD THE RIGHT SIDE EXCEPT FOR THE FOLLOWING ITEMS:

LOOK UNDER BUS AT MIDPOINT

Tail Pipe: It is secure to the frame by a hanger. Make sure that it is not rusted or loose. Check for holes that would indicate a leak (carbon soot)

Drive Shaft: The long pieces of the shaft are not twisted or bent. U-Joints are free of debris and not slinging grease. No missing or broken hangers properly bolted to the frame. 3 safety straps are present, properly bolted to the frame and not broken or rusted through

Air Storage Tanks: 2 tanks; make sure the support straps are secure, not rusted through or broken. The tanks do not have any dents, holes or leaks. The drain valves are closed

STAND UP AND MOVE TO FRONT SIDE OF BUS

Battery Box: The door opens and closes properly and latches securely. The lock handle for the tray is down and tight. The tie downs are secure, wing nuts tight. The caps are on and there is no excessive corrosion on the battery

Stop Arm: The arm opens freely. The retraction wire is present and not frayed; properly secured with pin. Bladder has no holes and is not leaking. Both light lens covers are clean, not cracked or broken

Wiring Box: Door opens and closes properly and latches securely. There are no frayed, loose, exposed, or dangling wires. There are no I.E.D.'s, (bombs)

HURRAY, YOU ARE DONE!

NOTES: