

Pre-Trip Inspection Guide

As you approach the school bus, have the key with you and be observant of the overall appearance of the features on the front of bus (lenses and windshield), while looking for leaks beneath the bus.

Check the windows and lenses for any noticeable damage and check mirrors to ensure they are secure.

Chock wheels and check for valid inspection sticker while opening the hood.

On the front passenger wheel section, check the following:

- Hub oil seal, ensuring no leaks
- Lug nuts, ensuring they are secure
- Valve stem and valve stem cap
- Overall condition of the rim
- Brake drum
- Outer side wall of tire
 - Must be a “new” tire and must have at least 4/32 tread depth
 - Must be inflated to the proper psi, checked by tire gauge
- Inner side wall of tire
- Brake drum lining
- Slack adjuster, push rod, and pin
- Brake Chamber
- Brake hose
- Observe condition of the frame
- Check shock absorber for leaks
- Check leaf springs, U bolts, and spring mounts
- Overall condition of hoses and wires

Check washer fluid

Check coolant level

Check belt for no more than $\frac{3}{4}$ ” play and is in good condition

Move to driver side of engine compartment and check the following:

- Hub oil seal, ensuring no leaks
- Lug nuts, ensuring they are secure
- Valve stem and valve stem cap
- Overall condition of the rim
- Brake drum
- Outer side wall of tire
 - Must be a "new" tire and must have at least 4/32 tread depth
 - Must be inflated to the proper psi, checked by tire gauge
- Inner side wall of tire
- Brake drum lining
- Slack adjuster, push rod, and pin
- Brake Chamber
- Brake hose
- Observe condition of the frame
- Check shock absorber for leaks
- Check leaf springs, U bolts, and spring mounts
- Overall condition of hoses and wires
- Steering linkage
- Steering box
- Power steering fluid
- Check oil (cold)
- Check Transmission (warm and running in neutral)

Close and secure hood

Check battery box components

- Batteries are properly connected
- No visible corrosion
- No "extra" objects in battery box

Undercarriage on the driver side:

- Observe condition of the frame
- Observe condition of the drive shaft
- Make sure drive shaft hangers are in place
- Observe air tanks for visible damage

Looking at the rear axle and wheels, observe the following on the passenger side:

- Brake Chamber
- Brake hose
- Slack adjuster, push rod, and pin
- Brake Lining
- Inner side wall of tire
- Check leaf springs, U bolts, and spring mounts

On the rear wheel section, observe the following:

- Axle seal, ensuring no leaks
- Lug nuts, ensuring they are secure
- Valve stems and valve stem caps
- Overall condition of the rims
- Brake drum
- Outer side wall of tire
- May be a “recap” tire and must have at least 2/32 tread depth
- Must be inflated to the proper psi, checked by tire gauge
- Side walls between rear tires
- Spacer properly in place (if required) or Budd rims properly spaced
- No obstructions between rear tires

Check shock absorbers for leaks

Check for fuel leaks

Observe the fuel cage for potential damage

Observe condition of the frame

Move to the rear of the bus and check the following:

- Overall appearance of the features on the rear of bus (lenses, tag, and rear door sign)
- Emergency door latch and rear door seal
- Exhaust extends beyond rear bumper

Check the fuel door and fuel cap for proper securement while moving to the rear wheel section on the passenger side and observe the following:

- Axle seal, ensuring no leaks
- Lug nuts, ensuring they are secure
- Valve stems and valve stem caps
- Overall condition of the rims
- Brake drum
- Outer side wall of tire
- May be a “recap” tire and must have at least 2/32 tread depth
- Must be inflated to the proper psi, checked by tire gauge
- Side walls between rear tires
- Spacer properly in place (if required) or Budd rims properly spaced
- No obstructions between rear tires

Looking at the rear axle and wheels, observe the following on the driver side:

- Brake Chamber
- Brake hose
- Slack adjuster, push rod, and pin
- Brake Lining
- Inner side wall of tire
- Check leaf springs, U bolts, and spring mounts

Undercarriage on the passenger side:

- Observe condition of the frame
- Observe condition of the exhaust system

Approach the passenger entry and observe the following:

- “No Trespassing” sticker is properly displayed
- Check passenger entry door for proper working condition (open and closed)
- No obstructions as you enter the bus
- Steps have no missing tread and tread is secured properly
- Hand rails are secure

Check to make sure parking brake is properly set

Check the following emergency equipment:

- First Aid kit
- Body Fluid kit
- Reflectors (“triangles”)
- Fire extinguisher

From the driver seat, check and fasten seat belt

Start engine

Turn on the following lights:

- Dome lights

- Strobe light

- Yellow warning lights (observe proper operation through crossover mirrors)

- Reverse/back-up lights

- Brake lights

Observing light indicators, turn on:

 - Headlights (low and high beams)

 - Left and right turn signals

 - Hazard lights

 - ABS

Check the following:

Gauges:

- Oil pressure builds

- Ammeter voltage

- Air pressure builds

- Water temperature

- At least ½ tank of fuel

Windshield for no cracks

Mirrors for proper adjustment

Steering wheel play, no more than 2"

Horn

Gear shift operation

Heater and Defroster

Wipers and washer fluid

Fan

Travel to the rear of bus checking the following:

- Seat backs
- Seat bottoms
- Cleanliness of bus
- Emergency exit windows (four) – (two on smaller buses)
- Emergency exit roof hatches (two) – (one on smaller buses)
(*observe proper strobe light operation*)
- Emergency door (buzzer should sound)

Check rear of bus for proper lighting:

- Yellow warning
- Tail lights
- Brake lights
- Reverse/back-up lights
- Clearance lights
- Hazard lights

Travel back to the driver compartment

Place gear shift in neutral

Open door and engage red warning lights

Exit the bus moving to the front

Check the following:

- Crossing arm
- Red warning lights
- Hazard lights
- Head lights for “wig wag” function, if applicable
- Clearance lights

Move to rear of bus on the driver side and observe proper stop sign operation/lighting

Observe clearance lights

At the rear of bus, check the following:

- Red warning lights
- Tag lights
- Rear door sign

Move to front of bus on the passenger side and observe clearance lights

Enter the bus and observe the step well light

Return to the driver seat and disengage all lighting systems and turn off engine, preparing for the brake test

To perform an air brake test:

Turn key to "on" position without starting the engine

Disengage parking brake (*wheels should already be chocked*)

- After initial drop, watch for a 2 psi drop in pressure over one minutes' time

Apply foot/service brake and hold

- After initial drop, watch for a 3 psi drop in pressure over a minutes' time

Using foot/service brake, pump brakes down

At approximately 60 psi, warning light should display and warning buzzer should sound

Continue to pump brakes down

- Between 40 and 20 psi, yellow parking brake knob should release (pop out)

Start engine and place in a gear

Accelerate to approximately 1500 rpm's to ensure that the parking brake does hold

Continue to build air pressure

When ready to begin travel, remove wheel chocks

Pull forward at a speed of at least 5 mph and apply service brake checking to ensure that the brakes do not "pull" to either the left or right and that the bus stops smoothly

Upon completion of your bus route...

Begin post trip procedure by:

Securing the key

Walking the bus checking for passengers

Place proper signage in rear window and/or disengage child check warning system

Bleed brakes to zero

Secure all windows and doors upon leaving