



## Pre-Trip Inspection

1. CHOCK WHEELS
2. PUT GEAR SHIFT IN NEUTRAL
3. RELEASE EMERGENCY BRAKE

### **FRONT OF BUS:**

*Approach bus looking for:*

- Posture of bus
- All lens caps in place
- No leaks under bus—look and smell for radiator fluid (green), transmission fluid (red) or motor oil.
- Make sure SCHOOL BUS sign is clearly visible
- Make sure stop gate is securely fastened (if equipped)

*Left front side of bus:*

- Check securement of yellows & reds
- Lenses not cracked or broken
- 3 clearance lights not cracked or broken
- Windshield not cracked—press on glass
- Rubber seal around windshield in place and not dry-rotted
- Check tension on windshield wiper blade
- Check wiper blade for cuts, nicks, or missing
- Make sure wiper blade makes good contact with windshield
- Check to make sure no rips or tears in windshield washer hose—not dry-rotted
- Check flat mirrors for cracked, broken, or missing glass
- Check to make sure flat mirrors are mounted securely to bus
- Check tie-down for securement and flexibility (leave undone)
- Check mud flap for securement and not torn or missing
- Check turning signal for securement & cracked or missing lens
- Check convex mirrors for securement, cracked or missing lens
- Check parking light for securement, cracked or missing lens
- Check headlight for securement, cracked or missing lens
- Check to make sure no trash or damage to grill

*Right front side of bus:*

- Check as same for left front side of bus
- Check front bumper for securement
- Open hood—check for damage to hood and nothing to obstruct vision

**UNDER THE HOOD:**

*Left side:*

- Check oil—Pull dipstick out and wipe with cloth. Reinsert dipstick and pull out again. Look to see if oil level is below second mark. Add oil if needed through dipstick hole. Replace dipstick.
- Check transmission fluid (if so equipped—same as for transmission oil)
- Check wires for dry-rot, broken or frayed coating
- Check governor for securement
- Check hoses to and from governor—firmly attached and not leaking air
- Check hoses from compressor for dry-rot, proper attachment, listen for air leaks
- Check compressor for attachment
- Check compressor belt for no more than  $\frac{3}{4}$  inch play—no cracks, fraying or dry-rot (if equipped—may be gear driven)—must know if compressor is gear driven
- Check fan for missing, broken or bent blades—be sure the blades are not hitting anything
- Check water pump for securement and for leaks
- Check power steering unit for securement and for leaks
- Check power steering fluid level—check hose for pliability
- Check steering shaft for securement, no more than 1 inch play—boot flexible and not torn
- Check steering box for securement—not leaking
- Check Pitman arm from securement--check cotter pins are in place
- Check drag link for securement—check cotter pins
- Check steering knuckle for securement
- Check frame for excessive rust, new welds, or damage—make sure all bolts have no shiny areas indicating loose bolts
- Check tie rod for damage and proper securement
- Check leaf springs for cracked, missing or broken springs—also making sure that the U-bolts have a good securement
- Check to make sure leaf spring brackets are in place—no shiny areas around bolts
- Check securement of leaf spring mounts—no missing bolts or shiny areas
- Check shocks for securement, fully extended, and no visible leaks
- Check securement of air brake cylinder—also making sure they aren't bent or damaged
- Look and listen for air leaks to hose on air brake cylinder—check pliability of hose
- Check slack adjuster—no more than 1 inch play with brakes off, also making sure the push-rod is not bent or damaged
- Check to make sure brake drums are in place—no shiny areas or excessive rust visible

- Brake lining covered by dust covers
- Check for welds, dents or excessive rust to back of rim—tire up against rim
- Check back of tire for bruises or cuts—no grease or oil on tire
- Check tire tread for 4/32 inch depth—tire pressure should be 110 psi—may hit tire with hammer and listen for thud sound (hammer should bounce off)
- Check outer tire for cuts or bruises, recapped or regrooved tires
- Check outer rim for welds, dents or excessive rust—tire up against rim
- Check to make sure lug nuts are in place—none missing or shiny areas showing
- Check drum nuts are in place—none missing or shiny areas showing
- Check to make sure hub cap seal is in place—no shiny areas around bolts and no leaks--if it has a sight glass must make sure that it is full and know how to check and fill
- Check valve stem for leaks and capped

*Right Side:*

- Check securement of windshield washer fluid reservoir
- Check windshield washer fluid level
- Check securement of air filter
- Check air filter for excessive dirt or blockage
- Check radiator hoses for leaks and pliability
- Check alternator for securement
- Check alternator and water pump belts for no more than  $\frac{3}{4}$  inch slack, cracks, or dry-rot (may have a serpentine belt)
- Check alternator wires for contact and fraying
- Check frame for excessive rust, welds, or cracks
- Check shock for securement, fully extended and no visible leaks
- Check air brake system, wheel and tire as for left side

CLOSE HOOD AND SECURE TIEDOWNS

**RIGHT SIDE OF BUS:**

*Stand Back:*

- Check to see if clearance lights and reflectors are in place
- Carlisle County sign and bus number (#) on bus is clearly visible
- Make sure EMERGENCY windows are clearly marked
- Look for any new damage

*Fuel Tank:*

- Check fuel cap has rubber O ring and is fastened securely—make sure chain is in place
- Check fuel tank has no leaks
- Check fuel tank cage is in place and securely fastened
- Make sure exhaust system is secured with no leaks or welds—exhaust hanger in place

- Check frame for cracks or welds

*Brakes:*

- Check back air brake cylinder (same as front) and hoses for securement and listen for leaks
- Check slack adjusters—should not have more than 1 inch play with brakes off
- Check torsion bar is secure
- Check spring mounts are securely attached—no shiny metal showing
- Check to make sure spring is not cracked or broken also checking the u-bolts on back of spring same as front
- Check shock—fully extended and no visible leaks
- Check bellows—fully inflated

*Tires:*

- Make sure dual tires are not rubbing or mismatched
- Check inside tire for bruising or cuts
- Check brake drum for excessive rust, dents or shiny areas
- Check all rims (inside and out) for dents, welds, and tires are up against rims
- Check to make sure spacer is in place and does not turn freely or bad spacing
- Check to make sure no foreign object stuck between wheels
- Check outer tire for bruising or cuts
- Tires should have at least 2/32 inch tread and 100 psi
- Check lug nuts are not missing, secured and no shiny areas
- Check drum nuts are secure—no shiny areas
- Check axle seal is secure—no leaks or shiny areas
- Check both valve stems are capped and no leaks
- Make sure all window glass is present and not cracked or broken

**BACK OF BUS**

*Stand back from bus:*

- Check posture of bus
- Make sure SCHOOL BUS sign and EMERGENCY door is clearly visible
- Make sure there are no missing lights or lenses--check strobe lens if equipped
- Check to see if turning signal lights, back up lights, brake lights, tail light, and clearance lights lenses are firmly attached--no cracked or broken lenses
- Make sure license plate is visible and clean

*Check emergency door:*

- Make sure there is a handle on outside of door
- Make sure door opens easily from the outside
- Check rubber seal to make sure it is in place, no rips or tears and not dry-rotted

- Check glass in all windows and have a good seal
- If emergency triangles under back seat, make sure there are 3 in good working order
- Check tail pipe is in place, not loose and not obstructed
- Check to make sure back bumper is secure

### **LEFT SIDE OF BUS:**

#### *Stand back from bus:*

- CARLISLE COUNTY, bus #, and EMERGENCY door clearly marked
- All clearance lights and reflectors are present—make sure strobe lens is intact if equipped
- Check for any new damage

#### *Check emergency door:*

- Make sure there is handle on outside of door
- Make sure door opens easily from outside
- Check rubber seal to make sure it is in place, no rips or tears and not dry-rotted
- Make sure glass and seal in door is secure

#### *Check drive shaft:*

- Make sure U-joints are connected
- Make sure U-brackets are in place and mounted securely to frame

#### *Check stop arm:*

- Check 4 lenses for securement
- Make sure STOP is clearly visible on both sides of stop arm
- Make sure arm opens and retracts easily—cable is firmly attached
- Make sure wires are not frayed or broken
- Check boot for pliability
- Make sure all windows are present and not broken
- Make sure driver window opens and closes from outside

#### *Check battery box:*

- Don't have to check anymore

#### *Check baggage compartment:*

- Must open and close baggage compartment making sure doors are secure (if equipped)

## **INSIDE OF BUS:**

### *Check service door:*

- *Make sure door opens and closes easily*
- *Make sure glass is present and properly sealed*
- *Make sure rubber seals are intact*
- *Check to see if stairwell light is present and lens is not cracked or broken*
- *Look at stairs to make sure runners are not torn or screws sticking up—risers are not rusty or has holes*
- *Check handrail for securement*
- *Check fire extinguisher for charge and expiration date (Take out of bracket at least once a month, turn upside down and shake)*
- *Check first aid kit—make sure nothing is missing*
- *Check for mess kit*
- *If emergency triangles are stored up front, check to make sure there are 3 in good working order*
- *Check driver seat for proper securement and adjustment*
- *Check to make sure driver window opens and closes easily*

### *Check accessory panel:*

- *Must do a safe -start now—bus in neutral position, foot on break, seat belt on*
- *Check defrost fans—low and high*
- *Check all heaters—low and high*
- *Check defrosters—low and high*
- *Check dome lights*
- *Check emergency override—make sure stop arm comes out and all red lights flashing red indicator light flashing on inside panel*
- *Check washers and windshield wipers on low and high—wipers wipe clean*
- *Turn engine on and listen for compressor to discharge*
- *If equipped, turn on strobe light*
- *Turn on big yellows--look for indicator on panel and reflection on hood*

### *Walk to back of bus:*

- *Check runner for rips, tears and screws sticking up*
- *Check for passenger seat securement*
- *Check all emergency exits (windows, doors and hatches) for emergency warning buzzer and ease of opening—make sure there are no obstructions to emergency exits*
- *Make sure headrests are in place and secure above emergency doors and service door*
- *If equipped, check strobe is working through back emergency hatch*
- *Check to make sure big yellows are flashing op back (open back emergency door)*
- *Check back of seats for tears, cuts, marking, etc...*

- Pick up bulky trash and broken pencils, pens, and crayons if present
- Turn off big yellows

*Check dash gauges:*

- Check water temp (not more than 220 degrees)
- Oil pressure (40-60 psi when engine running)
- Tachometer
- Check fuel gauge to make sure you have enough fuel for trip
- Air pressure (120 psi)
- Check voltmeter—should be between 12-14 (make sure not discharging or overcharging)
- With head lights on--check high/low dimmer switch
- Check flashers—check inside indicators
- Antilock brake (if equipped) —when starting the engine driver checks dashboard to ensure the ABS lighting indicator illuminates and then goes off
- Check steering wheel (no more than 2 inch play in 20 inch steering wheel)
- Check horn (bus has to be running)
- Check engine throttle

*Air brake check:*        **(make sure wheels are chocked, gear in neutral and emergency brake off)**

- Turn off key when governor bypasses—turn back to accessory position
- Apply service brake (some air will be expelled) and hold for one minute before time
- Hold service brake for 1 minute (air gauge needle should not move more than 3 psi)
- Pump service brake till gauge reads around 60 psi—warning buzzer should sound and red light flash on dash
- Continue to pump service brake—emergency brake should engage between 20-40 psi
- Restart engine and wait for air pressure to rebuild

*Check lights:* **(Must tell third party examiner to help you check)**

- Turn on head lights, flashers and big reds (check to make sure indicator flashes on panel)
- Walk around bus to make sure all lights (and stop gate, if equipped) are working—remove chocks
- Make sure service door opens and closes easily
- Check rearview mirror for cracked or broken glass and proper adjustment
- Check outside mirrors for proper adjustment—adjust if necessary and make sure you check the student crossover mirrors are properly adjusted
- Check all peddles for ease of operation—no trash around peddles
- Check all gears
- Put on seat belt—make sure it fastens and is not frayed
- Put bus in gear with emergency brake on and try to move—bus should not move
- Check the service brake.

**FILL OUT INSPECTION SHEET**

**\*\*\*\*\*PRE-TRIP INSPECTION COMPLETED\*\*\*\*\***