**TRAINEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

POINT TO AND/OR TOUCH EACH ITEM (IF YOU CAN’T SEE IT, SAY SO) AND EXPLAIN WHAT YOU ARE CHECKING AND WHY.

**SECTION I**

**FRONT INSPECTION** - Front of bus / approaching bus

|  |  |
| --- | --- |
| * Look for puddles on the ground | * No dripping fluids from the engine & transmission. |
| * Look through sight glass… | * **COOLANT** is “adequate level”. |

**LIGHTS** *(CDC – Clean/Damage/Color)*

* Theleft and right signal lights

|  |  |
| --- | --- |
| * Clean | * not damaged, |
| * proper color | * part of my 4-way Flashers |

* The **headlights** are

|  |  |
| --- | --- |
| * Clean | * not damaged |
| * proper color | * high and low beams |

* The **clearance lights**

|  |  |
| --- | --- |
| * Clean | * not damaged |
| * proper color. (Red in back, Amber Elsewhere) | * not missing |

* Reflective Tape

|  |  |
| --- | --- |
| * Present | * affixed securely. |

* **OIL**

|  |  |
| --- | --- |
| * Check Oil level with the dipstick | * level is within safe operating range |
| * above the refill mark |  |

* **POWER STEERING**

|  |  |
| --- | --- |
| * The Power Steering Pump is belt driven | * Secure |
| * not leaking. | * check with the dipstick |
| * above the refill mark. | * **Check the belt** for   + Cracks   + Fray   + loose fibers   + signs of wear   + between ½” to ¾” play at the center of the belt |

* **WATER PUMP**

|  |  |
| --- | --- |
| * The Water Pump is belt driven | * securely mounted |
| * not loose | * **Check the belt** for   + Cracks   + Fray   + loose fibers   + signs of wear   + between ½” to ¾” play at the center of the belt |

* **ALTERNATOR**

|  |  |
| --- | --- |
| * The Alternator is belt driven | * securely mounted |
| * wires are securely fastened | * **Check the belt** for   + Cracks   + Fray   + loose fibers   + signs of wear   + between ½” to ¾” play at the center of the belt |

* **AIR COMPRESSOR**

|  |  |
| --- | --- |
| * The Air Compressor is gear driven | * properly mounted |
| * not leaking |  |

* **HOSES**

|  |
| --- |
| * Inspect hoses for condition and for leaks |

* **STEERING** (perform at drivers front wheel)

|  |  |
| --- | --- |
| * Steering Box is securely mounted | * not leaking |
| * no missing nuts or bolts | * hoses are not damaged or leaking |

* **STEERING LINKAGE**

|  |  |
| --- | --- |
| * The connecting links, arms and rods from the steering box to the wheel | * not worn |
| * not cracked. |  |
| * The joints and sockets | * not loose |
| * not worn | * no missing nuts, bolts, or cotter keys |

**FRONT AXLE** (SERVICE SIDE)

* **TIRES**

|  |  |
| --- | --- |
| * Tread is wearing evenly | * Tread has sufficient Tread Depth of no less than 4/32” |
| * The Sidewalls have no cuts or other damage to treads or sidewalls | * The Valve Stem & Cap are secure, not missing, damaged or leaking, check proper inflation with tire gauge |

* **RIMS**

|  |  |
| --- | --- |
| * not bent | * not damaged |
| * no illegal welds | * no rust trails indicating the rim is loose on the wheel |

* **LUG NUTS**

|  |  |
| --- | --- |
| * not missing | * not loose Lug Nuts |
| * no cracks | * no distortions |
| * No rust or shine indicating one may be loose |  |

* **HUB OIL SEAL**

|  |  |
| --- | --- |
| * Not leaking | * if sight glass oil level is adequate |

**FRONT SUSPENSION**

* **SPRINGS/SHOCKS**

|  |  |
| --- | --- |
| * Leaf Springs are not missing | * not cracked |
| * not broken or shifted |  |
| * Shock absorbers are secure | * not leaking |

* **SPRING MOUNTS/TORQUE**

|  |  |
| --- | --- |
| * Mounts & Hangers are secure | * not cracked or broken |
| * the bushings & bolts are not missing | * not damaged |

If equipped, the torque arm, torsion bars & other types of suspension are securely mounted, not damaged.

* **U-BOLTS**

|  |  |
| --- | --- |
| * not missing | * not broken |
| * not loose |  |

**FRONT BRAKES**

* **Brake Hoses and Lines**

|  |  |
| --- | --- |
| * not cracked | * not worn |
| * not frayed |  |
| * the couplings/fittings are secure | * not leaking |

* **BRAKE CHAMBER**

|  |  |
| --- | --- |
| * mounted securely | * not cracked |
| * not dented | * not leaking |
| * no loose or missing clamps |  |

* **SLACK ADJUSTER and PUSH ROD**

|  |  |
| --- | --- |
| * securely mounted | * not loose |
| * not bent | * not broken |
| * no missing parts | * no more than 1” travel when pulled by hand with brakes released |

* **BRAKE DRUM**

|  |  |
| --- | --- |
| * not cracked | * not dented |
| * no have holes | * no loose or missing bolts |

* **BRAKE LININGS**

|  |  |
| --- | --- |
| * not worn dangerously thin. | * no contaminants |
| * such as oil or grease. |  |

**SECTION II**

* **SERVICE DOOR AND HINGES**

|  |  |
| --- | --- |
| * not damaged | * operates smoothly |
| * closes securely | * Hinges are secure |
| * seals intact. |  |

* **Windows**

|  |  |
| --- | --- |
| * clean | * not damaged |

* **MIRRORS**

|  |  |
| --- | --- |
| * securely mounted | * no loose fittings |
| * not damaged | * clean |

* **LIGHTS AND REFLECTORS-CDC**
* **The left and right signal lights**

|  |  |
| --- | --- |
| * Clean | * not damaged, |
| * proper color | * part of my 4-way Flashers |

* **The clearance lights**

|  |  |
| --- | --- |
| * Clean | * not damaged |
| * proper color. (Red in back, Amber Elsewhere) | * not missing |

* **Reflective Tape**

|  |  |
| --- | --- |
| * Present | * affixed securely. |

* **FUEL TANK/CAP**

|  |  |
| --- | --- |
| * Fuel tank is secure | * cap is tight |
| * tank and cap are not leaking |  |

* **DRIVE SHAFT**

|  |  |
| --- | --- |
| * not bent | * not twisted |
| * not cracked | * U-Joints secure and free of foreign objects |

* **EXHAUST SYSTEM –**

|  |  |
| --- | --- |
| * tightly connected | * securely mounted |
| * no loose clamps | * no damage |
| * no signs of leaking | * like rust or soot |
| * no cracks | * no holes |
| * no severe dents |  |

* **DEF**

|  |
| --- |
| * DEF Tank is no less than 1/8 tank and is part of my exhaust system. |

* **FRAME**
* **Longitudinal Frame Members**

|  |  |
| --- | --- |
| * not cracked | * no broken welds |
| * no holes | * no other damage |

* **Cross Members**

|  |  |
| --- | --- |
| * not loose | * not cracked |
| * not bent | * not broken |
| * not missing |  |

* **Box and Bus Floor**

|  |  |
| --- | --- |
| * no breaks | * no holes |

**REAR AXLE**

* **REAR TIRES**

|  |  |
| --- | --- |
| * Tread is wearing evenly | * Tread has sufficient Tread Depth of no less than 2/32” |
| * The Sidewalls have no cuts or other damage to treads or sidewalls | * The Valve Stem & Cap are secure, not missing, damaged or leaking, check proper inflation with tire gauge |

* **RIMS**

|  |  |
| --- | --- |
| * not bent | * not damaged |
| * no illegal welds | * no rust trails indicating the rim is loose on the wheel |

* **LUG NUTS**

|  |  |
| --- | --- |
| * not missing | * not loose Lug Nuts |
| * no cracks | * no distortions |
| * No rust or shine indicating one may be loose |  |

* **HUB OIL SEAL**

|  |  |
| --- | --- |
| * Not leaking | * if sight glass oil level is adequate |

**REAR SUSPENSION**

* **SPRINGS/SHOCKS**

|  |  |
| --- | --- |
| * Leaf Springs are not missing | * not cracked |
| * not broken or shifted |  |
| * Shock absorbers are secure | * not leaking |
| * If equipped, air bags are not damaged or leaking |  |

* **SPRING MOUNTS/TORQUE**

|  |  |
| --- | --- |
| * Mounts & Hangers are secure | * not cracked or broken |
| * the bushings & bolts are not missing | * not damaged |

If equipped, the torque arm, torsion bars & other types of suspension are securely mounted, not damaged.

* **U-BOLTS**

|  |  |
| --- | --- |
| * not missing | * not broken |
| * not loose |  |

**REAR BRAKES**

* **Brake Hoses and Lines**

|  |  |
| --- | --- |
| * not cracked | * not worn |
| * not frayed |  |
| * the couplings/fittings are secure | * not leaking. |

* **BRAKE CHAMBER**

|  |  |
| --- | --- |
| * mounted securely | * not cracked |
| * not dented | * not leaking |
| * no loose or missing clamps |  |

* **SLACK ADJUSTER and PUSH ROD**

|  |  |
| --- | --- |
| * securely mounted | * not loose |
| * not bent | * not broken, |
| * no missing parts, | * no more than 1” travel when pulled by hand with brakes released |

* **BRAKE DRUM**

|  |  |
| --- | --- |
| * not cracked | * not dented |
| * no have holes | * no loose or missing bolts |

* **BRAKE LININGS**

|  |  |
| --- | --- |
| * not worn dangerously thin. | * no contaminants |
| * such as oil or grease |  |

* **BUDD** **SPACING** free of foreign objects
* **SPLASH GUARD**

|  |  |
| --- | --- |
| * securely mounted | * not damaged. |

* **REAR DOOR**

|  |  |
| --- | --- |
| * door not damage | * hinges are not damaged |
| * opens | * closes |
| * latches properly |  |

* **REAR LIGHTS AND REFLECTORS**
* **The left and right signal lights**

|  |  |
| --- | --- |
| * Clean | * not damaged, |
| * proper color | * part of my 4-way Flashers |

* **brake lights**

|  |  |
| --- | --- |
| * Clean | * not damaged |
| * proper color |  |

* The **tail lights**

|  |  |
| --- | --- |
| * Clean | * not damaged |
| * proper color |  |

* The **reflectors**

|  |  |
| --- | --- |
| * Clean | * not damaged |
| * proper color |  |

* The **clearance lights**

|  |  |
| --- | --- |
| * Clean | * not damaged |
| * proper color. (Red in back, Amber Elsewhere) | * not missing |

* **Reflective Tape**

|  |  |
| --- | --- |
| * Present | * affixed securely. |

**SECTION III School Bus**

**REAR OF BUS STUDENT LIGHTS** *(Reminder: POINT TO AND/OR TOUCH EACH ITEM, IF YOU CAN’T SEE IT, SAY SO!)*

* The **Strobe** light

|  |  |
| --- | --- |
| * not damaged | * operational |

* The **alternating Ambers**

|  |  |
| --- | --- |
| * not damaged | * operational |

* The **alternating Reds**

|  |  |
| --- | --- |
| * not damaged | * operational |

* **BAGGAGE** **COMPARTMENT**

|  |  |
| --- | --- |
| * Doors and hinges are securely mounted | * not damaged |
| * opens/closes easily. |  |

**FRONT OF BUS – STUDENT LIGHTS** *(Reminder: POINT TO AND/OR TOUCH EACH ITEM, IF YOU CAN’T SEE IT, SAY SO!)*

* The **alternating Ambers**

|  |  |
| --- | --- |
| * not damaged | * operational |

* The **alternating Reds**

|  |  |
| --- | --- |
| * not damaged | * operational |

* **STOP ARM**

|  |  |
| --- | --- |
| * secure to the frame | * no loose fittings |
| * no damage | * extends fully |
| * lights are operational |  |

* **STUDENT ARM**

|  |  |
| --- | --- |
| * secure | * functioning properly in conjunction with the stop arm |

**SERVICE DOOR –*IF A PARTIAL TEST, THE SERVICE DOOR MUST BE INSPECTED IF NOT DONE ALREADY***

* The **Service Door**

|  |  |
| --- | --- |
| * not damaged | * operates smoothly |
| * closes securely |  |

* The **step light** is working
* The **steps and treads**

|  |  |
| --- | --- |
| * not loose | * not worn excessively |

* The **hand rails** are secure.
* **Emergency kit** and the **Body Fluid** **kit** are present.

**INTERNAL INSPECTION *(TURN key to the aux on position Observe ABS LIGHT on/off)***

* **check seats**

|  |  |
| --- | --- |
| * no broken frames | * firmly attached to the floor |

* **check sea**t **cushions** are firmly attached to the frame
* At back of the bus, explain there are 7 emergency exits on the bus, 4 windows, 2 roof hatches, and the emergency door. Open and close emergency exit,

|  |  |
| --- | --- |
| * identify it operates smoothly | * closes securely from the inside and outside |
| * warning device works properly | * Explain how the other emergency exits function |

* Walk back to the front of the bus ensure the **service door switch** is in “Normal” position. Sit in driver’s seat.
* Put on and can Identify SEAT BELT here.
* **STUDENT MIRROR**

|  |  |
| --- | --- |
| * Secure | * clean |
| * properly adjusted |  |

**SECTION IV - LIGHT TEST**

Ask examiner to assist outside the bus to the front to do your light check, LOUDLY call out the light being tested.

**FRONT**:

|  |  |
| --- | --- |
| * Alt Amber | * Alt Red |
| * Lights on Stop Sign | * Stop Sign and Student Arm work in conjunction |
| * Left | * Right |
| * 4-way | * Headlights |
| * High Beams | * Clearance Lights Operational |

**REAR**:

|  |  |
| --- | --- |
| * Alt Amber | * Alt Red |
| * Lights on back of Stop Sign | * Left |
| * Right | * 4-way |
| * Tail Lights | * Brake Lights |
| * Clearance Lights Operational |  |

**SECTION V – IN CAB**

* **SEAT/SAFETY BELT**

|  |  |
| --- | --- |
| * Securely mounted | * not ripped |
| * not frayed | * latches |
| * properly adjusted. |  |

**SAFE START –** TURN KEY TO OFF – BOTH Brakes applied and in Neutral.

* Turn Key back to On Position, Identify the **ABS Light** has come on and off and then START ENGINE.
* Identify where the **emergency equipment** is –

|  |  |
| --- | --- |
| * Triangles | * Spare Fuses |
| * Fire Extinguisher is secure and fully charged |  |

* **AIR** **GUAGE**, is working properly and shows that the air compressor **is building** the air pressure to approximately 120-140 psi or as specified by manufacturer, to governor cut-off.
* **TEMPERATURE GUAGE**, is working and shows temperature rising to the normal operating range.
* **OIL** **PRESSURE** **GUAGE**, is working and shows the pressure is rising.
* **AMMETER**/**VOLTMETER** is charging.
* **LIGHTING INDICATORS** –

|  |  |
| --- | --- |
| * Left Turn | * Right Turn |
| * 4-Way Flasher | * High Beam |
| * DEF Tank indicates above 1/8 tank |  |

* **HORNS** – sound both city and air horns.
* **HEATER**/**DEFROSTER** switch -

|  |  |
| --- | --- |
| * Heaters work | * Defrosters work |

* **WINDSHIELD**

|  |  |
| --- | --- |
| * Clean | * no illegal stickers |
| * free of obstructions | * no damage to the glass |

* **MIRRORS**

|  |  |
| --- | --- |
| * not dirty | * adjusted properly |

* **WIPERS**/**WASHER** the Wiper arms and Blades

|  |  |
| --- | --- |
| * not damaged | * operate smoothly |
| * Windshield Washer is operating correctly |  |

**BRAKE CHECKS**

**PARKING BRAKE CHECK**

With the parking brake engaged, place vehicle in gear and gently press accelerator to ensure bus does not move. Place foot back on service brake!!!

**SERVICE BRAKE CHECK**

This procedure is designed to determine that the brakes are working correctly and that the vehicle does not pull to either side and that it stops smoothly when the brakes are applied.

Place bus in gear, release the Air Brake and pull forward at no more than 5 mph. The bus should not pull to the left or the right and should stop smoothly when the brakes are applied.

SECURE THE BUS (Shift to Neutral, Parking Brake engaged, headlights off, service door closed).

**AIR BRAKE SYSTEM CHECK**

Failure to perform all components of the air brake check will result in an automatic failure of the vehicle inspection test. *If you make an error… STOP and ask for a redo of the Air Brake System!*

1. *KEEP BUS RUNNING, announce you are waiting for the air pressure to build to governor cut off. Once you hear the governor cut-off (or the examiner tells you to continue),* the air pressure has built up to approximately 120-140 psi or manufacturer specification, [“I am waiting for”-OR-”I am at”] governor cut-off pressure (**MUST HEAR AIR “PUFF” to say you are AT governor cut-off), keep foot applied on the service brake pedal**.   
   NOW **shut engine off**, turn key back to on position, and release the parking brake. Once the air gauge stabilizes, ask the examiner to time you for one minute while you observe for no more than 3 PSI pressure loss. After the one minute, announce you have not lost more than 3 PSI.
2. **Test Low Air Warnings** - the audible and visible warning devices should activate when the air pressure is approximately 55 PSI. Begin fanning off the air pressure by rapidly applying and releasing the foot brake… (CONFIRM ALARMS ACTIVATE).
3. **Test Parking Brake Engages** - When the air pressure reaches between 40-20 PSI, the parking brake valve should close (pop out). Continue to fan off air pressure.. CONFIRM Parking Brake engages/pops out.

Restart Engine to rebuild air pressure (Use either cruise control high idle switch OR depress accelerator).. the air pressure has now rebuilt to approximately 120-140 psi or manufacturer specification, to governor cut-off pressure.