

## PRE-TRIP INSPECTION – CONVENTIONAL SCHOOL BUS

### **\*KEY SHOULD BE IN YOUR POCKET**

#### FRONT OF BUS

1. check area around bus for clearance and obstructions
2. No leaks underneath
3. leaning – could be broken leaf springs, shock or flat tire
4. lenses – clean, no damage, secure and proper color, no moisture, must name each lens
5. school bus sign – clean and visible
6. windshield – clean, no damage – rubber seal is secure
7. wipers – good pressure, blades – no damage
8. PA State Inspection Sticker – Current (2x yearly)
9. State Police Inspection Sticker – Current (yearly)
10. mirrors – clean, secure, no damage
11. mirror brackets – secure, properly mounted
12. bumper – secure
13. cross arm – secure
14. radiator – no leaks, no damage, no obstructions, secure, properly mounted

#### ENGINE COMPARTMENT

1. coolant level is sufficient – no leaks, secure, properly mounted
2. hoses – no leaks, no damage, and all clamps secure
3. wiring – secure, no fraying
4. alternator – secure, no damage, properly mounted, belt driven
5. water pump -pull on fan blade to check if loose-belt driven, properly mounted
6. oil level is sufficient-pull dipstick, wipe it off, reinsert, pull back out, check for level-must be above the add mark
7. transmission fluid level is sufficient-proper way to check while running, in neutral, pull dip stick, wipe it off, reinsert, pull it out, check for level above the add mark-HOWEVER we check for fluid on the dipstick with engine off
8. power steering pump - no damage, no leaks and secured, GEAR driven
9. air compressor – no damage, no leaks and secure, belt driven
10. belts – no more than ½ to 1" play
11. power steering fluid is sufficient
12. air filter – secure, no damage

## STEERING LINKAGE

1. steering column – grab it to make sure it is secure and properly mounted
2. steering gear box – no leaks, secure, properly mounted
3. Pitman arm – secure, properly mounted, castle nut has a cotter pin
4. drag link - no damage, properly mounted, secure
5. steering arm - no damage, castle nut has a cotter pin, properly mounted, secure
6. Knuckle - no damage, properly mounted, secure
7. Tie rod no damage, properly mounted, secure

## FRONT SUSPENSION

1. leaf springs – not cracked, missing displaced, properly mounted, secure
2. spring mounts – secured to hangers and hangers secured to frame, properly mounted
3. u-bolts secured to axle and no damage, properly mounted
4. shock absorber – no leaks and no damage, properly mounted

## BRAKES

1. brake hose – no leaks, no damage, properly mounted and secure
2. air chamber – no leaks, no damage, properly mounted and secure
3. push rod & slack adjuster – no damage and secure – no more than 1" play
4. bracket – no damage, properly mounted and secure

## FRONT TIRE

1. **Abrasions** – side walls have no **abrasions**
2. **Bulges** – side walls have no **bulges**
3. **Cuts** – side walls have no **cuts**
4. **Depth** – no less than 4/32"
5. **Even wear** – must be wearing **evenly**
6. No recaps or re-groove tread
7. Proper inflation – check with tire gauge

## FRONT WHEEL

1. rim and spokes – no cracks or man made welds
2. lug nuts secure – rust trails would indicate a loose lug nut
3. inner and outer oil seal for leaks
4. drum and rotor – no damage, drum linings not less than ¼" lining, wearing evenly, no grease or contaminants in between the linings and rotor
5. valve stem secure and has a cap
6. mud flap – secure, proper mounted

### LEFT SIDE OF BUS

1. lenses and reflectors – clean, secure, no damage, proper color, no moisture (amber from the rear tire forward, red from the rear tire to the rear of the bus)
2. windows – clean, no damage
3. body – no damage
4. reflective tape is secure

### FUSE BOX

1. fuses – secure and all present
2. wires – secure, no fraying
3. no debris

### BATTERY BOX

1. secure
2. no leaks
3. no corrosion

### STOP ARM

1. lenses – clean, no damage, proper color, no moisture
2. STOP – clean and visible
3. secure
4. wires – secure, no fraying

### UNDER BUS

1. air tank – secure, no leaks, no damage
2. air hoses – secure, no leaks, no damage
3. front of differential – no leaks, secure
4. frame not cracked, bent or sagging
5. drive shaft, carrier bearings – no damage, secure, properly mounted
6. hangers are securely mounted to the frame, no damage
7. air dryer – securely mounted and no leaks from hoses

### REAR TIRES

1. **Abrasions** – side walls have no **abrasions**
2. **Bulges** – side walls have no **bulges**
3. **Cuts** – side walls have no **cuts**
4. **Depth** – no less than 2/32"
5. **Even wear** – must be wearing **evenly**
6. Proper inflation – check with tire gauge
7. no mismatched tires
8. can be recapped, re-grooved or retread

## **REAR SUSPENSION**

1. leaf springs – not cracked, missing or displaced, properly mounted and secure
2. spring mounts secured to hanger and hangers secured to frame
3. u-bolts - properly mounted and secure
4. shock absorber – no leaks, no damage, properly mounted and secure
5. \*\*\*torque arm - properly mounted and secure\*\*\* if equipped

## **REAR WHEEL**

1. rim and spokes – no cracks or man made welds
2. inner and outer oil seals – no leaks
3. lug nuts – secure (rust trails would indicate a loose lug)
4. Spacer or budded wheels(must identify which one) – secure
5. rotor and drum – no damage, drum linings not less than ¼” lining, wearing evenly, no grease or contaminates in between the linings and rotor
6. both valve stems – secure and have caps
7. Use crowbar to check budded wheels are secure and have proper spacing and look for debris in between wheels
8. proper inflation-check with tire gauge
9. mud flap – secure, properly mounted
10. air dryer – secure, no damage, hoses not leaking, properly mounted

## **REAR BRAKES**

1. brake hose – no leaks, no damage, properly mounted and secure
2. air chamber – no leaks, no damage, properly mounted and secure
3. push rod & slack adjuster – secure, no damage – no more than 1” play
4. bracket – secure, no damage, properly mounted and secure

## **EXHAUST SYSTEM**

1. no leaks, no damage, properly mounted and secure
2. tail pipe – properly mounted and secure, does not extend more than 1 inch past bumper

## **REAR EMERGENCY DOOR**

1. ease of operation-open with weaker hand
2. handle is operational and secure
3. window – clean, no damage – rubber seal is not damaged

4. reflective tape is secure
5. door locks open

### **REAR OF BUS**

1. lenses and reflectors – name each one - clean, no damage and proper color, no moisture
2. school bus sign – clean and visible
3. license plate – secure and current registration, school bus plate
4. bumper – secure, no damage
5. rear of differential – no leaks, no damage

### **\*RIGHT SIDE OF BUS SAME AS LEFT** **JUST POINT OUT DIFFERENCES**

### **FUEL TANK**

1. cap – secure, no leaks
2. fuel tank and cage – properly mounted and secure, no leaks, no damage, straps secure

### **DOOR AREA**

1. passenger door for ease of operation, glass – no damage and rubber seals intact – no damage
2. step tread – secure, no damage
3. step well lens – clean, no damage
4. hand rail – secure

### **INSIDE OF BUS – EMERGENCY EQUIPMENT**

1. crowbar-secure it to the floor
2. 3 reflective triangles-secure to the floor
3. fire extinguisher – secure, fully charged, current inspection
4. first aid kit – properly mounted and secure, minimum of 12 items
5. spare fuses-located in first aid kit

### **WITHOUT BUS TURNED ON**

1. fan(s) secure – wires properly attached
2. camera – properly mounted and secure
3. rear view mirror – properly mounted and secure, mirror clean and not cracked or damaged
4. sun visor – properly mounted and secure
5. windshield – rubber seal secure
6. mirrors – properly adjusted for drivers
7. owners and insurance card for current dates

## **SIT DOWN**

1. seatbelt – not faded, frayed or torn - opens and closes properly
2. Drivers Seat for ease of operation and secure

## **\*(START BUS) – CLOSE DOOR**

### **SIDE PANEL**

1. defroster – check each fan speed – feel for air with hand
2. front heater – check each fan speed
3. high beam indicator light
4. panel lights operate
5. turn on master switch – check amber & red indicator lights
6. check mirror defroster – red light should come on
7. fans – check each fan speed
8. heaters – check each fan speed
9. wipers – check both speeds – (use washer fluid before operating wipers)
10. clearance lights
11. dome lights
12. driver's light
13. sign light

## **DASHBOARD**

1. right and left turn signal indicator lights
2. 4-way indicator lights
3. steering wheel for no more than 2 inches of play
4. horn
5. oil pressure – idle between 40 and 60
6. water temperature – not over 210
7. RPM'S – idle between 5 and 7
8. Speedometer – check when driving
9. fuel gauge – sufficient fuel for trip
10. voltmeter – between 12 and 14
11. air pressure gauge – needles operate
12. gear shifter – ease of operation

## **TURN BUS OFF – KEY IN THE “ON” POSITION**

### **WALK THROUGH**

1. seat backs – secure, no damage
2. seats properly mounted and secured to the floor
3. aisle tread – secure, no damage
4. disengage child checkmate button
5. rear window exit buzzer
6. bottom of seats – secure
7. rear heater – no leaks

8. side door exit buzzer
9. hatch exit buzzer
10. emergency exit window buzzers
11. dome lights not cracked
12. disengage child check mate buzzer

### **AIR BRAKE CHECK**

1. chock wheels
2. turn engine off – turn key to ON position
3. release parking brake – allow needles to stabilize (10 seconds)
4. Leak Test:
  - a. I'm waiting 1 minute to make sure the needles don't drop more than 2 PSI's
  - b. Put foot on brake and hold down:  
I'm waiting 1 minute to make sure the needles don't Drop more than 3PSI's
5. Low Air Warning:  
I'm going to pump the brakes down to approximately 60 lbs of pressure, the warning light and buzzer should come on.
6. Emergency Brake Activation  
I'm going to pump the brakes down to approximately 20-30 lbs Of pressure, the Emergency Brake should pop out.
7. Turn Key Off:  
Turn key on and wait for Glow Plug or Wait to Start Light to go out. Start engine, allow pressure to build to 85 PSI's at operating speed. Air Pressure should build from 85 to 100 PSI's in 45 seconds or less at operating speed.
8. AIR GOVERNOR SHOULD CUT OUT ABOUT 120 PSI's

### **OUTSIDE LIGHTS-driver must tell tester which one is being checked**

#### **FRONT**

1. Left turn signal
2. Right turn signal
3. Four-ways
4. Headlights
5. Highbeams
6. 8-way system – amber lights, then red lights

#### **REAR**

1. Left turn signal
2. Right turn signal
3. Four-ways
4. Brakes
5. 8-way system – amber lights, then red lights

6. Tail lights –which comes on with headlights
7. Reverse

**BRAKE CHECK – (remove wheel chocks)**

1. Parking Brake Check – with parking brake on, put bus in gear and try to drive forward.
2. Service Brake Check – with bus in gear, release parking brake, move bus forward at about 5 miles per hour, then apply the brakes – check for pulling to the left or the right.

**PRE-TRIP IS NOW FINISHED**