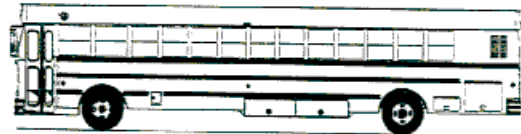
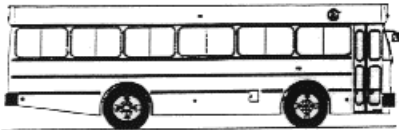
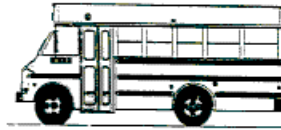
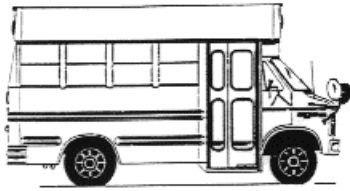


School Bus Drivers VEHICLE INSPECTION GUIDE



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VEHICLE INSPECTION GUIDE

This guide breaks down the inspection procedures into 6 steps. Certain steps must be done in the correct order, (example: step II must be done prior to starting the bus) however, you can change the order of steps IV, V & VI.

It is important to understand that lights and equipment that uses voltage should only be turned on after the bus is running and the alternator has begun to work. This will extend the life of the alternator and the battery.

YOU ARE NEVER TO LEAVE YOUR BUS UNATTENDED WHILE IT IS RUNNING.

STEP I: THE APPROACH

- General Condition
- Visual Check

STEP II: UNDERCARRIAGE

- Fluid levels
 - Oil
 - Water
 - Power Steering
 - Transmission
- General Condition
 - Belts
 - Hoses/clamps
 - Electrical wiring
- Tires/Wheels

STEP III: STARTING THE BUS

- Gauges
 - Oil
 - Amp/Volts
 - Fuel
 - Air
 - Water
 - Warning lights
- Listen:
 - Warning buzzers

STEP IV: EXTERIOR

- Lights & Reflectors
- Body Condition & Lettering
- Mirrors
- Windshield & Windows

STEP V: INTERIOR

- Passenger Compartment
- Drivers Compartment
- Emergency Equipment
 - Three Reflectors
 - First Aid Kit
 - Fire Extinguishers

STEP VI: BRAKE CHECK

PRE-TRIP INSPECTION

This pre trip guide was developed to help you do a complete and thorough inspection on your bus. Not all items will be applicable to your bus.

STEP I:

APPROACH: Over- all condition of vehicle as you approach it, look for anything unusual, items dangling from the under carriage, excessive fluid leaks, etc.

STEP II:

UNDER CARRIAGE:

For 1st walk around you will need the following items:

Keys, tire buddy, crown key, oil rag * optional

- General Engine Condition
 - Oil - for level and color
 - Belts - tension and wear
 - Hoses - good condition and secured,
 - Electrical wiring – not frayed or corroded
 - Driveshaft guard - in place
 - Fuel cap- is present and secure
 - Power steering fluid - level and color (can be amber, red or black)
 - Water - for level and color (can be green, yellow, blue, or red)
 - Air compressor location - belt or gear driven?
 - Battery secure, terminals clean check at least once a week
 - Turn on main power switch (if equipped) located in engine compartment
- ❖ If Automatic check:
- Transmission fluid – check for color (can be red or amber)
- ❖ If CNG check:
- Fuel pressure gauge located in fueling compartment
3000 psi is a full tank {re-fuel when gauge reads 1000 psi}
 - Fuel Fill Door must be closed and latched for bus to start
- ❖ If bus is installed with Fire Suppression unit check:
- ◆ For Santa Barbara System check {engine compartment}
 - Flaps on discharged nozzles – 4 nozzles clean and secure
 - Two Green lights (infrared sensors) free of dirt or oil accumulation
 - Gauge on fire suppression canister located either in engine

compartment or left side of bus

- ◆ For Amerex System {engine compartment}
 - Red caps on discharged nozzles – 4 nozzles clean and secure
 - Four Heat sensors free of dirt or oil accumulation
 - Gauge on fire suppression canister located in engine compartment or left side of bus for bluebird / right side of bus for Thomas

- ❖ If bus has air bags check:
 - Visually check clearance between tires and wheel well & compare each side prior to starting and after bus has been running Both sides should be equal in distance but do take into account the surface the bus is sitting on.

- ◆ **FRONT TIRES:** check for inflation, tread depth 4/32, new tires only
 - Side walls for ABC's - abrasions, bulges and cuts
 - Wheel- for cracks or dents, valve stem & cap
 - Grease seal - for excessive grease leakage
 - Lug nuts – tightness

- ◆ **REAR DUALS:** check for inflation, tread depth 2/32
 - Recaps or retreads may be used on rear only - no regrooved tires
 - Buddy stick between duals checking for touching or obstructions
 - Side walls for ABC's - abrasions, bulges and cuts
 - Wheel- for cracks or dents, valve stem & cap
 - Axle seal - for leakage
 - Lug nuts – tightness

STEP III:

STARTING THE BUS:

For Automatic Transmission bus:

- Make sure bus is in proper gear, Neutral or park, parking brake on

For Standard Transmission bus:

- Always start with clutch in, gear in neutral and parking brake on

Turn ignition on

- Check oil light and buzzer / warning light
Once bus is running light & buzzer will cease
- Service Engine Soon light – should cease after starting

After starting bus check all gauges:

- Check oil gauge first - most important gauge to check - should register a rise in pressure

Excite the Alternator: once oil pressure is established raise rpm's to 1,000 and

watch alternator gauge – should begin to rise – when this is done it allows the alternator to produce the needed amps and voltage to operate heaters, defrosters, fans and all other bells and whistles that may be on the vehicle.

- ABS/Anti Lock if equipped – light should cycle twice and stay on, will go out after reaching 7 mph

Turn on Fast Idle: if equipped - but fast idle must be turned off prior to leaving the Yard

Ammeter, Voltmeter Or Battery Gauge: should show a positive

- Charge or in the green

Multi Gauge: if bus is equipped

- Gauge will cycle through with the oil pressure, battery, water and fuel gauge just after starting bus. There is a switch located to the left to change to a different gauge – each time it changes you will hear a beep.

This gauge will always default back to the fuel gauge after approx. 30 seconds. If a problem occurs the warning lights will activate and the gauge will cycle to the fault gauge. If more than one problem occurs the gauge will cycle back and forth between the two gauges and the warning lights will come on.

All other Gauges

- Personality card: take note of what is normal for this bus
- Fuel Gauge - we don't want to run out!!
- Water Temperature gauge - check current temperature reading
- Air Pressure gauges - check current pressure
- Transmission Temperature – note current temp
- Applied Pressure Gauges
 - Thomas has one gauge 2 needles on left of steering wheel
 - Bluebird – has 2 gauges 2 needles each gauge
 - ✓ Front Applied Pressure Gauge:
 - ⇒ green needle for left hand side
 - ⇒ red needle for right hand side
 - ✓ Rear Applied Pressure Gauge:
 - ⇒ green needle for left hand side
 - ⇒ red needle for right hand side

Indicates how much air pressure is being applied to brakes

STEP IV:

EXTERIOR:

- Turn on the left signal check turn signal indicator
- Headlights - High Beams check high beam indicator
- Clearance (marker) light
- Strobe light if equipped check indicator
- Ambers if equipped check amber indicator

check clearance on left side of bus for stop arm before activating red lights

- Red Lights (cross overs) check red indicator
 {Note: can only check ambers and redlights separately, does not matter in what order}

EXIT BUS

- ✓ check step well and handrail while exiting
 turn left and
- ✓ right mirrors for securement

START IN FRONT AT THE TOP

Check everything that is visible

- ✓ such as top clearance lights - are on
- ✓ ambers or red lights flashing - alternatively
- ✓ school bus sign - is visible
- ✓ windshield - free of cracks and clean
- ✓ Headlights on high beams
- ✓ left turn signal for operation
- ✓ Bus #

approach bus and check

- ✓ antenna - secured
- ✓ windshield wipers for tension and blades-smooth
- ✓ bumper and license plate secured

Walk around drivers (left) side of bus

- ✓ check drivers side mirror for securement
- ✓ clearance light and reflector
- ✓ left side turn signal
- ✓ body panels and paint - check for damages, scratches
- ✓ company name and DOT #
- ✓ all windows-secured in there frames, clean, not cracked
- ✓ side clearance light and reflector
- ✓ Emergency exit - legible
- ✓ Stop Arm - check both sides: red lights flashing alternatively
 stop should be legible

- ✓ rear side clearance light and reflector

REAR OF BUS-START AT TOP

- ✓ clearance lights - are on
- ✓ Ambers or Red lights flashing alternatively
- ✓ school bus sign is visible
- ✓ rear emergency exit - legible
- ✓ stop when red light flash - is clean and legible
- ✓ tail lights are working properly
- ✓ left turn signal for operation
- ✓ reflectors (red)
- ✓ Bus #
- ✓ License plate is secured and light is working
- ✓ bumper is secured
- ✓ exhaust

Walk around Passenger (right) side of bus:

- ✓ rear clearance light and reflector
- ✓ body panels and paint - check for damages, scratches
- ✓ side clearance light and reflector
- ✓ company name and DOT #
- ✓ all windows-secured in there frames, clean, not cracked
- ✓ front clearance light and reflector

Walk far enough away from side or front of bus to:

- ✓ Strobe light (may see reflection during darkness)

RE ENTER BUS:

- change left directional to right - check indicator
- high beams to low beams
- Turn off/Turn on Ambers or Redlights check

Exit bus

- ✓ low beams, front, side & rear turn signal, and Ambers or Redlights

RE ENTER BUS:

- Cancel turn signal
- Cancel headlights
- Cancel Redlights or Ambers
- Place transmission in reverse, turn engine off, ignition on
{on the newer buses reverse lights will not activate unless bus is running do not leave bus running in reverse to check lights use the buddy system ask a neighbor to help or if dark enough you may see the reflection }

- release parking brake, use buddy stick to activate brake lights {on newer buses parking brake will not release unless the key is on, key also must be on to activate brake lights – please do not check brake lights with parking brake on}
- Activate hazards lights

Exit bus,

- ✓ hazard lights(front, sides & rear), reverse lights, brake lights & listen for back up beeper if equipped

RE ENTER BUS:

- Remove buddy stick from underneath brake pedal
- set parking brake
- Re start engine (re check gauges, oil, water, air, etc)

STEP V:

INTERIOR:

Passenger compartment:

- Seats: backs and bottom cushions secured to frames, condition - graffiti, cuts, etc. frames secured to floor
- Flooring: no obstructions, free of litter
- Windows: open one on each side for proper operation check different ones each day
- Emergency Exit Windows – open separately, check visual & audible warning devices (light & buzzer) instructions legible
- Lights: Dome covers - not cracked
- Emergency exits: open separately, check visual & audible warning devices(light & buzzer) instructions on door - legible
- Roof Hatches: if hatches are difficult to open stand on seat
 - ✓ emergency light and buzzer once a week

Drivers compartment:

- ❖ For Santa Barbara Fire Suppression
 - Power on light
 - Push red button alarm should sound and the following should appear
 - ✓ Gas Fault
 - ✓ Fire
 - ✓ Gas leak
 - ✓ Engine Overheating
- ❖ For Amerex System:
 - Check for green light

- Nitrogen cylinder; pin and seal
- Name plates – instructions must be clear
- ❖ Other Equipment in drivers compartment
 - interior lights
 - heaters & defrosters: low & high speeds
 - Fans - secured working properly: low & high speeds
 - windshield wipers, washers
 - drivers seat and seat belt adjusted & secured
 - mirrors - proper adjustment & clean
 - horns - air electric
 - sun visor
 - 2 way radio - secured
 - Registration & insurance card
 - Service sticker - date & mileage
 - Fuel card - recent fueling date
 - Inspection certificate (CHP 292) - dated within 13 months, bus #, passenger capacity
 - First Aid Kit: 24 sealed units, rubber seal on lid, free of dirt & moisture
 - accident package
 - Fire Extinguisher: 8 BC, seal, pin, gauge, valve, inspected within 12 months
 - Reflectors: 3 in good working order
 - front service door: operating properly & manually as emergency exit
 - Hand Held stop sign - legible & secured

STEP VI:

BRAKE CHECK: as per braking system - refer to brake inspection forms

There are two different brake systems in this yard, you should be able to identify which system the bus you are driving has – if not see an instructor!

The two brake systems are:

Dual Air Brake System

Hydraulic Brake System

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