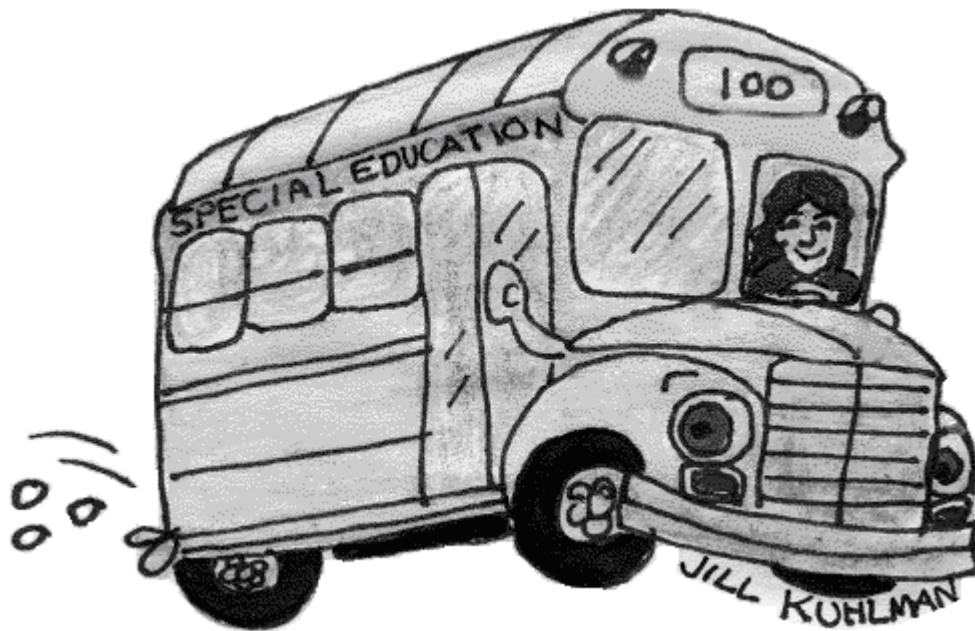


TYPE II VEHICLE INSPECTION GUIDE



367 West Robles Avenue
Santa Rosa, CA 95407

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: ENGINE COMPARTMENT

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

STEP III: STARTING THE BUS

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

STEP IV: EXTERIOR

- Lights & Reflectors
- Body Condition & Lettering
- Mirrors
- Windshield & Windows
- Tires/Wheels

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.

INSIDE:

1. Registration & Insurance Card
2. Service sticker - date & mileage (*45 days or 3,000 miles which ever occurs first – check your mileage – if it is close and you know you are going to exceed the 3,000 mileage – you CAN NOT drive this vehicle – it is the driver’s responsibility to notify dispatch – We recommend that you notify dispatch 300 miles in advance*)
3. Fuel card – check recent fueling date
4. Inspection certificate (CHP 292) - dated within 13 months, bus #, passenger capacity



STEP II

ENGINE COMPARTMENT:

1. General Engine Condition
2. Oil - for level and color
3. Belts - tension and wear
4. Hoses - good condition and secured,
5. Electrical wiring – not frayed or corroded
6. Power steering fluid - level and color (should be red)
7. Water - for level and color (can be greenish, yellow or blue)
8. Transmission fluid – check for color (should be red)
9. Battery secure, terminals clean check at least once a week
10. Turn on main power switch (if equipped) located in engine compartment - Bus # 400 has a battery switch

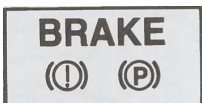
STEP III

STARTING THE BUS:

Make sure bus is in park, parking brake on

Turn ignition on: (*light function check*)

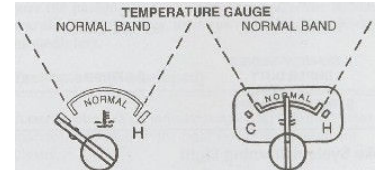
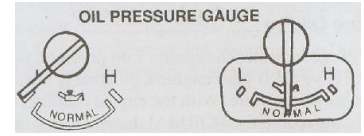
1. Wait to start or glow plug indicator will light – wait until light goes out before starting
2. Brake Light should illuminate and stay on as long as parking brake is set.
3. Driver Air bag indicator should illuminate for approx 6 seconds
4. ABS should glow momentarily (*If ABS begins to flash or stay on during pre trip or as you are driving a fault has been detected – the normal brake function of the vehicle remains operational*)
5. Service Engine Soon light should glow briefly
6. Water in Fuel should illuminate momentarily
7. Fuel Filter should illuminate briefly



(if # 3,4,5,6,7 light glows during operation of bus – notify mechanics by writing it up on defect form -- if brake light should illuminate while driving and parking brake is released – discontinue use of bus)

After starting bus check all gauges:

1. Check oil pressure gauge (*indicates oil pressure not the oil level however if engine oil level is low it could affect the oil pressure. The pointer should move to normal. Shut the engine off if oil pressure is not indicated within 20 seconds*)
2. Voltmeter “Battery” Gauge: *needle should be in the NORMAL range*
3. Water Temperature Gauge – *will move from the “C” cold mark to the NORMAL range as your engine warms up*
4. Fuel Gauge



STEP IV:

EXTERIOR:

1. Turn on the left signal check turn signal indicator
2. Headlights - High Beams check high beam indicator
3. Clearance / Marker lights – usually come on with headlight switch
4. Ambers if equipped check amber indicator
5. If no ambers turn on Red Lights (cross-overs) check red indicator

Exit Bus

Exit drivers seat and begin walk around

1. Mirrors - secured to brackets & secured to bus
2. Left front tire and wheel:
 - a. Check for inflation, tread depth 4/32, new tires only
 - b. Side walls for ABC's - abrasions , bulges and cuts
 - c. Wheel- for cracks or dents, valve stem & cap
 - d. Grease seal - for excessive grease leakage
 - e. Lug nuts – tightness

Front of bus:

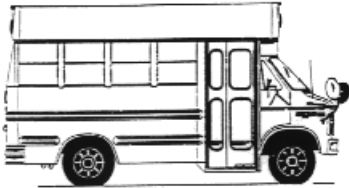
Check everything that is visible

1. Such as top clearance lights - are on
2. Ambers or red lights flashing - alternatively
3. School bus sign - is visible
4. Windshield - free of cracks and clean
5. Headlights on high beams
6. Left turn signal for operation
7. Bus #
8. Antenna – secured
9. Windshield wipers for tension and blades-smooth
10. Bumper and license plate secured

Walk around Passenger (right) side of bus:

1. Mirrors – secured to brackets & secured to bus
2. Clearance lights and/or marker lights
3. Body panels and paint - check for damages, scratches

4. Right front tire and wheel:
 - a. Check for inflation, tread depth 4/32, new tires only
 - b. Side walls for ABC's - abrasions , bulges and cuts
 - c. Wheel- for cracks or dents, valve stem & cap,
 - d. Grease seal - for excessive grease leakage
 - e. Lug nuts – tightness
5. All windows-secured in there frames, clean, not cracked
6. Driveshaft guard - in place
7. Name and CA #
8. Right Rear Tire and Wheel:
 - a. Check for inflation, tread depth 2/32
 - b. Recaps or retreads may be used on rear only - no re-grooved tires
 - c. Duals – if equipped *check from back of bus between duals for touching or objects stuck between tires*
 - d. Side walls for ABC's - abrasions, bulges and cuts
 - e. Wheel- for Cracks or dents, valve stem & cap, axle seal - for leakage
 - f. Lug nuts – tightness



Rear of bus:

1. Clearance lights - are on
2. Ambers or Red lights flashing alternatively
3. School bus sign is visible
4. Rear emergency exit - legible (*open fully to check that door locks open and that arm at top of door is secured- Check for rubber seal around door*)
5. Stop When Red Light Flash - is clean and legible
6. Tail lights are working properly
7. Left turn signal for operation
8. Reflectors (red)
9. Bus #
10. License plate is secured and light is working
11. Bumper is secured
12. Exhaust – secured and not rattling

Walk around drivers (left) side of bus

1. Clearance lights and/or marker lights
2. Left side turn signal
3. Body panels and paint - check for damages, scratches
4. Name and CA #
5. All windows-secured in there frames, clean, not cracked
6. Stop Arm – if operating at this time during the pre-trip (*check both sides: red lights flashing alternatively stop should be legible*)
7. Fuel cap- is present and secure
8. Left Rear Tire and Wheel:
 - a. Check for inflation, tread depth 2/32
 - b. Recaps or retreads may be used on rear only - no re-grooved tires
 - c. Duals – if equipped *check from back of bus between duals for touching or objects stuck between tires*
 - d. Side walls for ABC's - abrasions , bulges and cuts

- e. Wheel- for Cracks or dents, valve stem & cap, axle seal - for leakage
- f. Lug nuts – tightness

Re enter bus at driver's door

1. Change left directional to right - check indicator
2. High beams to low beams – high beam indicator should go out
3. Turn on Red lights (*check clearance on left side of bus for stop arm before activating red lights*) check red light indicator

Exit bus

1. Low beams,
2. Front, side & rear turn signal
3. Red lights (front and back)
4. Stop Arm – if operating at this time during the pre-trip (*check both sides: red lights flashing alternatively stop should be legible*)

Re enter bus at driver's door:

1. Cancel turn signal
2. Cancel headlights
3. Cancel Red lights or Ambers
4. Place transmission in reverse, turn engine off, ignition on
5. Activate Brake Lights(*release parking brake, use "buddy stick, brake stick, clip board" to activate brake lights by placing one end on the brake pedal and moving driver seat close enough to place other end in front of seat to maintain pressure on brake pedal.*)
6. Activate hazards lights

Exit bus,

1. Check Hazard lights (front, sides & rear),
2. Reverse lights (*listen for back up beeper if equipped*)
3. Brake lights

Re enter bus at driver's door:

1. Remove "buddy stick" from brake pedal
2. Place transmission in park
3. Cancel hazard lights
4. Re start engine (re check all gauges, oil, water, battery, etc)

STEP V:

INTERIOR:

Passenger Compartment:

1. Seats: backs and bottom cushions secured to frames, condition - graffiti, cuts, etc.
2. Seat frames secured to floor
3. Flooring: no obstructions, free of litter
4. Windows: *open one on each side for proper operation - check different ones each day*
5. Lights: Dome covers - not cracked
6. Emergency exits: open separately, check visual & audible warning devices(light & buzzer) instructions on door – legible

7. Roof Hatches:
8. Seat Belts – for operation
9. Q-Straint tie downs for wheel chair bus – check for operation and “4” for each wheel chair location
10. Wheel Chair bus – cycle lift for operation and check for leaks
11. Shoulder harness and lap belts for each wheel chair location

Drivers Compartment:

1. Interior lights
2. Heaters & defrosters: *low & high speeds*
3. Fans - secured working properly: *low & high speeds if equipped*
4. Windshield wipers, washers
5. Drivers seat and seat belt adjusted & secured (*Actually pull on seat and put seatbelt on to check*)
6. Mirrors - proper adjustment & clean
7. Steering Wheel (*Check for securement, adjustment, tilt, telescope, Check free play while engine is running by turning wheel back and forth - should not be more than 10 degrees, or about 2 inches on a 20-inch steering wheel*) **(DO NOT USE STEERING WHEEL TO PULL YOURSELF UP INTO DRIVERS SEAT - YOU MAY SNAP THE STEERING COLUMN OR BREAK THE IGNITION)**
8. Horns - electric
9. Sun visor – working properly
10. 2 way radio – secured
11. Brake and Accelerator pedal (*actually reach down and make sure they are both secure by pulling on them*)
12. Front service door: operating properly
13. Step Well, Handrail and Entrance light
14. Hand Held stop sign - legible & secured (*Check that handle is secured to sign and stop is legible on both sides*)

Emergency Equipment:

1. First Aid Kit: (*1-16 pax 10 units: 17-42 pax 16 units, rubber seal on lid, free of dirt & moisture, accident package*)
2. Fire Extinguisher (8 BC, seal, pin, gauge, valve, inspected within 12 Months) Wheel Chair bus must have 2 fire extinguishers rated at 8 BC
3. Reflectors: 3 in good working order (*Open one emergency reflector and show how to place on floor – be prepared to answer questions about placement on roadways*)

STEP VI:

BRAKE CHECK:

Hydraulic Brake System

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