

PRE-TRIP CHECKLIST

I. -----FRONT-----

1. Leaks under front of bus (Oil or Coolant)
2. Crossing Arm (No signs of Damage/Malfunction)
3. Headlights (Not broken, dirty, etc.)
4. Mirrors (Not broken, dirty, damaged)
5. Windshield (Checking for cracks/cleanliness)
6. Windshield wipers (No signs of damage/excessive wear)
7. Student Loading Lights (Not broken)
8. Clearance Lights (Not broken)
9. Reflective Tape (Intact)
10. The words "School Bus" are visible

II. -----FRONT TIRES-----

1. Hub Oil Seal (Check for leaks.)
2. Lug Nuts are tight (No rust between nut and rim)
3. Rim (No damage/illegal welds)
4. Brake Rotor AND Disks (Looking for wear/damage)
5. Tire: Check for I.C.D.
 - A. Inflation (100 lbs. p/s/i)
 - B. Condition (Cuts/Punctures/Damage)
 - C. Depth (Minimum 4/32 of an inch)
6. Brake caliper (Leaks/Damage)
7. Brake line (Leaks/Damage)

III. -----SUSPENSION SYSTEM-----

1. Leaf Springs (No Cracks)
2. Spring mounts (No Damage)
3. U-bolts (No Damage)
4. Shock absorber (No Damage)
5. Steering linkage (No Damage/Missing Parts)
6. Steering gearbox (No Leaks / Damage)

IV. -----ENGINE-----

1. Power Steering Fluid & Hoses (Full with no leaks / damage)
2. Master Cylinder/Brake Fluid (Full with no leaks / damage)
3. Engine Oil (Full)
4. Coolant Levels (Full with no leaks / damage)
5. Coolant Hoses (No Leaks /Wear)
6. Water pump (No Leaks)
7. Belt (Any signs of extensive wear/damage)
8. Alternator (Any signs of damage)
9. Fuses (Any signs of damage / Tampering)

V. -----DRIVER SIDE OF BUS-----

1. Battery Box (Any corrosion and that batteries are secure)
2. Reflective tape (Intact)
3. Reflectors (Any Broken)
4. Stop Sign and Lights (Legible, any damage to lights or reflective tape)
5. All Windows (Are any broken?)
6. Clearance Lights (Not Broken)
7. Transmission Leaks (Any Evidence of Leaks?)
8. Driveshaft (Damage)
9. Frame (Damage)

VI. -----REAR TIRES-----

1. Rear Axle Seal (Leaks)
2. Lug Nuts (No rust between nut and rim)
3. Rim (No damage/illegal welds)
4. Brake Rotor and Disks (Looking for wear/damage)
5. Rear Tires: Check for I.C.D.
 - A. Inflation
 - B. Condition
 - C. Depth (2/32)]
6. Bud Spacing between tires (Tires are not touching.)
7. Splashguards (Remove any debris, check for damage)

VII. -----REAR OF BUS-----

1. Clearance Lights (Not Broken)
2. Student Loading Lights (Not Broken)
3. The words "School Bus" (Clearly visible)
4. Reflective Tape (Intact)
5. Reflectors (Damage)
6. Brake Lights (Red) (Clean/Any Damage)
7. Turn Signals (Yellow) (Clean/Any Damage)
8. Reverse Lights (White) (Clean/Any Damage)
9. Emergency Door (Completely opens, latches, disengages)
10. Brake Caliper (Leaks; Damage)
11. Brake Lines (Leaks)
12. Leaf Springs (Cracks/Damage)
13. Spring Mounts (Damage)
14. U Bolts (Damage)
15. Shock Absorbers (Damage)
16. Frame (Damage)
17. Exhaust (Leaks / Damage)
18. Fuel Cage (Leaks / Damage)

VIII. -----DOOR SIDE OF BUS----- (all items from driver side are repeated)

1. Wheelchair Lift (Door opens, latches and closed properly)
2. Fuel Cap (Cap is secure.)

IX. -----ENTERING THE SCHOOL BUS-----

1. Weather Stripping (Intact)
2. Door & Door Windows (Broken Window / Damage)
3. Step Treads (Grip is adequate.)
4. Handrail (Secure)
5. Triangular Reflectors (Present)
6. Fire Extinguisher (Present & Full)
7. Body Fluid Kit (Present & Stocked)
8. First Aid Kit (Present & Stocked)

X. -----IN THE DRIVER SEAT-----

1. SEAT BELT (Make sure it latches and is secure)
2. Door (Closes and latches properly)
3. START ENGINE
4. Say "I have had a safe start."

Normal Automotive Components

1. Student Mirror (Aligned to suite driver & view all passengers)
2. Outside Mirrors (Aligned to suite driver)
3. Steering Wheel (No more than 2 inches of play)
4. Windshield (Clean and without obstructions)
5. Windshield Wipers (Work Properly)
6. Windshield Washer Fluid (Work Properly)
7. Gauges (Water, Voltage, Oil)
8. Horn (Function Properly)
9. Headlights (High & Low Beams Function)
10. Turn Signals (Function Properly)
11. Hazard Lights (Function Properly)
11. Brakes [Failure to examine brakes will result in an automatic FAILURE.]
 - 1) Hydraulic/Service - Press brake 3 time: Hold for 5 Seconds
 - 2) Parking - Engage park; Shift gear to DRIVE; press accelerator
 - 3) Antilock Braking System (ABS) - Check for lamp on instrument panel

Components Unique to the School Bus

1. Strobe Light (Leave on during inspection and route)
2. Heaters (Functions Properly)
3. Fan (Functions Properly)
4. Dome Lights (Functions Properly)
5. **MASTER SWITCH!!!**
 - A. Activate Amber/Yellow Lights
 - B. Get up and begin walking to the rear emergency exit.
 - C. Visually inspect seats and ALL emergency exits.
 - D. Open the rear door and inspect the amber student lights.
 - E. Return to front of bus and open doors.

- F. Exit bus and inspect all lights (Red Student Loading Lights, strobe, clearance light, etc.) as well as crossing arm and stop arm.

-----Finished with Pre-Trip Evaluation-----

POST-TRIP CHECKLIST

1. Turn off all lights and electronic equipment.
2. **MAKE SURE PARKING BREAK IS ENGAGED!!!**
3. Turn key to ACC/AUX. (DO NOT TURN THE KEY TO OFF)
4. Walk to the back of the school bus and inspect for:
 - A. **ANY CHILDREN THAT MAY STILL BE ON BUS!!!**
 - B. Damage to seats/equipment, and emergency exits
 - C. Windows are closed
5. Lift emergency exit handle and return it to closed position,
OR
Press RED BUTTON on wall near the rear of the bus.
6. Return to front of bus and turn the key to the OFF position.

-----Finished with Post-Trip Evaluation-----