

VEHICLE INSPECTION TEST-DMV ROAD TEST

The safety of children in the loading and unloading zones and the safe operation of the vehicle are our primary objectives. **Safety** must be on our minds at all times.

The daily ritual of the **Pre- and Post-Trip Inspection** is perhaps the most important daily function you do as a **professional school bus driver**. You are charged with being a safe driver, but you must also be **responsible**. Included in the many responsibilities of a school bus driver is the **daily** inspection of the vehicle both **before** it goes out on the road and **after** it returns.

PRE-TRIP INSPECTION

According to the NYS Vehicle and Traffic Law, section 17 NYCRR 721.3D states, "At the beginning of each work day or shift, the driver shall be satisfied that the motor vehicle is in safe operating condition prior to carrying passengers" and "At the completion of each work day or shift, the driver shall conduct a review to identify if the motor vehicle is still in a safe operating condition."

In layman's terms, we're looking for mechanical problems that, if left unattended, could become safety issues and possibly cause an accident. This means checking, among the many other items listed on your pre-trip inspection procedure, lights, flashers, taillights, stoplights, brakes, oil leaks and tires. **You are responsible** to know, if asked, whether the vehicle was OK at the time of your pre-trip.

POST-TRIP INSPECTION

At the conclusion of your work day or shift, you are required to perform a **Post-Trip Inspection**. Section 8 NYCRR 156.3 e4 of the NYS Vehicle and Traffic Law states, "Drivers, monitors and attendants shall check the vehicle to insure that no child is left behind on board unattended at the conclusion of the school bus route." This check does not have to be as extensive at the pre-trip, but you should be inspecting key items that include, but are not restricted to, interior and exterior lights, motorized components (i.e. defroster), tires, mirrors, glass and fluid leaks.

DMV CDL ROAD TEST

The first section of the DMV CDL Road Test is the Pre-Trip. It sets the tone for the entire road test. You prove to the MVLE (DMV Examiner) that you are familiar with and know your vehicle. If the driver appears unsure of himself/herself, it could negatively impact the remaining sections of the road test. During training, you will learn how to correctly pre-trip the entire bus, inside and outside. You will also be required to open up the engine compartment and check various components under the hood.

You will be trained to pre-trip the vehicle in a logical sequence. Liken checking each area to reading a book: top to bottom, left to right, treating each section as a chapter in the book. Finish one chapter, then move on to the next. Your trainers will teach you how to work through each area. Don't let the following overwhelm you. You'll learn the routine through repetition. Your trainers will take you through the learning process step-by-step; that's why it's called **training**. Make it your own by developing your own style. By the time you reach your road test date, you will be well-prepared to execute it with confidence.

The following is your copy of the **Pre-Trip Inspection Procedure**. If you have any questions, please don't hesitate to ask your trainers.

VEHICLE INSPECTION PROCEDURE

NOTE: When checking an individual part, a good, all-purpose phrase to use is "Cracked, damaged, broken, no loose or missing parts, not leaking." It can be modified depending on the part being checked.

GENERAL STATEMENTS TO VOCALIZE BEFORE THE INTERIOR AND EXTERIOR CHECK

- When approaching the vehicle, look for leaning and leaks.
- The bus is $\approx 10' 7''$ tall.
- The bus is $\approx 37'$ long.
- The bus is $\approx 9' 6''$ wide from the outside mirrors
- The bus holds 43 adults.
- The GVWR is 29,500 or 31,000 pounds (confirm GVWR by checking interior spec plate prior to road test).
- Unmarked bridges must be at least 14' tall and hold 40 tons (80,000 pounds).

INTERIOR CHECK

AIR BRAKE CHECK

YOU WILL CHECK 4 ITEMS OF THE BRAKE SYSTEM: SYSTEM LEAKS (STATIC), 3 LOW AIR WARNING DEVICES, THE ACTIVATION OF THE PARKING BRAKE, AND THE AIR COMPRESSOR GOVERNED CUT-OFF (SPITTER VALVE)

- Shut the engine off
- Turn the headlights on
- Make sure the Service Door Emergency Switch is in the “Automatic” or normal operating position
- Sit in the driver’s seat, buckle your seat belt, and close the Service Door
- Make sure the transmission is in neutral and the Wigwag is up
- Turn the key to the “ON” position (DO NOT flip the key to the “ACC” position)
 - **CHECK & VOCALIZE:** Anti-lock Braking System (ABS) light on instrument cluster comes on and goes out
 - **CHECK & VOCALIZE:** Parking Brake Light on instrument cluster is lit
- With right foot on the Service Brake (PA) or covering the Service Brake (NY), release the parking brake
- Have your watch ready
- 1) STATIC CHECK (CHECK THE SYSTEM FOR LEAKS)**
 - Watch both air pressure gauges
 - **ACTIVATE:** Firmly press the Service Brake
 - **VOCALIZE:** After the initial drop in pressure, the needles should not move more than 3 psi in one minute
 - **CHECK:** Your watch for 1 minute
 - **CHECK:** Gauges for any further movement
 - **VOCALIZE:** The needles did not move more than 3 psi and I did not hear any leaks
- 2) CHECK THE 3 LOW AIR WARNING DEVICES (ACTIVATES AT ≈ 60 PSI)**
 - **VOCALIZE:** At approximately 60 psi, the 3 low air warning devices will activate. They are the wigwag, buzzer/tone, and the warning lights on the gauges
- Begin pumping the service brake. **DO NOT LET THE VEHICLE ROLL!** Stop when the wigwag has dropped and the buzzer/tone/lights activate
 - **VOCALIZE (as they occur):** The wigwag has dropped, the audible warning has activated, the warning lights have activated
- 3) CHECK FOR PARKING BRAKE ACTIVATION**
 - **VOCALIZE:** I will now check the parking brake which should activate between 40-20 psi
- Begin pumping the service brake until the parking brake activates
- After it activates, reach down and pull on the knob to confirm activation
 - **VOCALIZE:** The parking brake has activated
- Start the engine to build air brake pressure. Make sure the self-check and “Wait to Start” light goes out before cranking
- 4) CHECK AIR COMPRESSOR GOVERNED CUT-OUT (SPITTER VALVE)**
 - Build the air pressure until the governed cut-out (spitter valve) releases between 100-125 psi
 - **VOCALIZE:** The Air Compressor Governor cut-out at 120 psi
 - While waiting for pressure to build, check the following items:
 - **RESET:** Wigwag
- Prepare to perform the **TUG & PULL AND SERVICE BRAKE (50’) CHECK**

TUG & PULL TEST

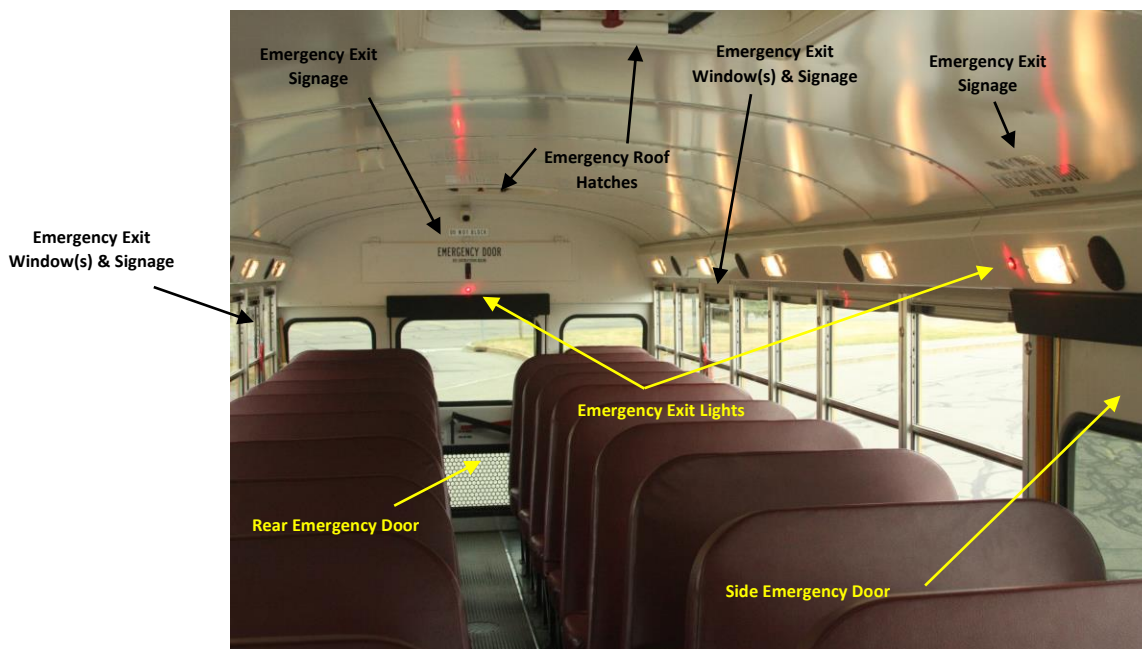
- **VOCALIZE: I will be checking my parking and service brakes. Please secure yourself**
- Begin the tug & pull test
- Parking Brake to remain activated throughout this test
 - **VOCALIZE:** I will be checking my parking brake. Please secure yourself
 - **ACTIVATE:** Left directional
 - **CHECK:** Mirrors
 - **CHECK:** Look over your left shoulder
 - **ACTIVATE:** Put transmission in “Drive”
 - **CHECK:** Mirrors again
 - **CHECK:** Both hands on wheel
 - **CHECK:** Look over your left shoulder again

- Accelerate the engine to about 1000 rpm. The bus should not move!
- Return your foot to the service brake
 - **VOCALIZE:** The parking brake held. I will now perform my Service Brake Check, please make sure you're still secured
- Prepare to perform the **SERVICE BRAKE (50') CHECK**

SERVICE BRAKE (50') CHECK

- Begin the Service Brake (50') brake check
 - **ACTIVATE:** Left directional
 - **CHECK:** Front wheels should be straight
 - **CHECK:** Mirrors
 - **CHECK:** Look over your left shoulder
 - **CHECK:** Transmission in "Drive"
 - **CHECK:** Release parking brake
 - **CHECK:** Look over your left shoulder again
 - **CHECK:** Both hands on wheel
 - **CHECK:** Leave the curb when it's safe to do so
- Drive forward approximately one bus length and gently, but firmly, apply the service brake bringing the bus to a complete stop
 - **ACTIVATE:** Parking brake and 4-ways
 - **ACTIVATE:** Put transmission in "Neutral"
 - **VOCALIZE:** Service brakes worked properly and the bus did not pull left or right
- After completing the Tug & Pull and Service Brake Checks, turn the engine off
- Turn the key back to the "ON" position but do not restart the engine
 - **ACTIVATE:**
 - Headlights (high beams)
 - Destination Sign

Prepare to check the **INTERIOR PASSENGER AREA**



INTERIOR PASSENGER AREA

INTERIOR PASSENGER AREA

- Begin checking the interior passenger area
- Walk down the aisle
 - **CHECK & VOCALIZE:** Check Seat Backs, Benches, and Seat Belts (Backs, Benches, and Belts) to make sure the Seat Backs and Seat Benches are secure (pull on each making sure they are secured to the floor and seat frames) and the Seat Belts are in good condition. Operate jump seat
 - **CHECK & VOCALIZE:** Open side emergency door. Handle operates properly and the buzzer sounds
 - **CHECK & VOCALIZE:** Open Rear Emergency Door slightly. It opens freely and the buzzer sounds
- Point out all emergency exit windows, doors, and roof hatches
 - **CHECK & VOCALIZE:** Emergency Exits properly labeled and red exit lights are lit
 - **CHECK & VOCALIZE EACH:** Open each Emergency Window, Hatch, and Door. The emergency exits open freely and the buzzer sounds

Prepare to check the **EMERGENCY EQUIPMENT**



EMERGENCY EQUIPMENT

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- At the white line, begin checking and noting the emergency equipment.
 - **CHECK & VOCALIZE:** Body Fluid Cleanup Kit
 - **CHECK & VOCALIZE:** 9-item First Aid Kit
 - **CHECK & VOCALIZE:** Pouch for Registration, Insurance, and Emergency Contact information
 - **CHECK & VOCALIZE:** Seat Belt Cutter
 - **CHECK & VOCALIZE:** Service Door Emergency Release
 - **CHECK & VOCALIZE:** Fire Extinguisher type A/B/C dry chemical Fire Extinguisher and is fully charged
 - **VOCALIZE:** The bus has circuits. We do not carry spare fuses
 - **CHECK & VOCALIZE:** 3 Emergency Warning Triangles (if not checked previously). Would you like to see them?
 - **RESET:** Wigwag (if not done previously)

Prepare to check the **DRIVER'S AREA SWITCHES**

DRIVER'S AREA-SWITCHES

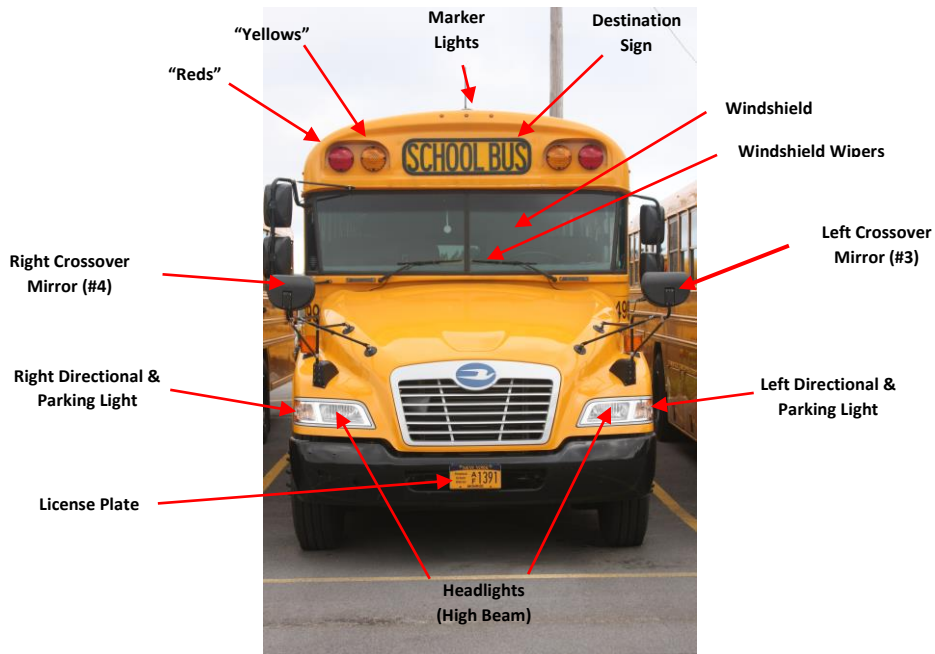
- Return to the driver's seat, check the Driver's Seat and Seat Belt for stability and damage
 - **CHECK & VOCALIZE:** The Driver's Seat and Seat Belt are secure and not damaged or broken
- Sit in driver's seat, buckle seat belt, and begin checking the driver's area switches. Work from left to right
- Activate and vocalize the functions of each of the following switches individually to check all speeds (low, high, off) and illumination:
 - **CHECK & VOCALIZE:** Interior heaters (rear, mid-ship, stepwell) – they operate correctly

- **IDENTIFY/VOCALIZE:** Heat and air-handling system
- **CHECK & VOCALIZE:** Defroster control (heat & air-handling system), check defroster air flow with hand
- **CHECK & VOCALIZE:** There is no separate switch for Driver's heat
- **CHECK & VOCALIZE:** Interior lights – they operate correctly
- **CHECK & VOCALIZE:** Master Switch system
- **ACTIVATE:** Activate Yellows to make sure the yellow indicator light has properly illuminated
- **ACTIVATE:** Activate Reds (by opening the door) to make sure the red indicator light has properly illuminated
- Close the door to deactivate the reds
 - **CHECK & VOCALIZE:** Activate both driver's fans - they operate correctly
 - **CHECK & VOCALIZE:** Indicate internal radio
- Prepare to check the **DRIVER'S AREA-STEERING WHEEL, INSTRUMENT CLUSTER, INDICATORS, & OTHER**

DRIVER'S AREA-STEERING WHEEL, INSTRUMENT CLUSTER, INDICATORS, & OTHER

- Working from left to right, begin identifying and checking the instrument cluster, indicators, and other components in front of and to the right of the driver
 - **VOCALIZE:** Our mechanics have confirmed the operating ranges of the gauges
 - **ACTIVATE:** Restart engine
 - **CHECK & VOCALIZE:** Service horn – horn operates correctly
 - **CHECK & VOCALIZE:** Steering wheel for excessive play. Turn steering wheel back and forth. Play should not exceed 2" before front left wheel barely moves
 - **CHECK & VOCALIZE:** Headlight high/low stalk (directional stalk) - operate and point to high beam indicator
 - **CHECK & VOCALIZE:** Activate left and right directional stalk and point to indicators
 - **CHECK & VOCALIZE:** Activate 4-ways and point to indicators
 - **CHECK & VOCALIZE:** Windshield is clean with no illegal stickers or obstructions
 - **CHECK & VOCALIZE:** Windshield wipers (intermittent, low, & high) and washer – they operate correctly
 - **IDENTIFY/VOCALIZE:** Headlight switch (make sure headlights stay on)
 - **CHECK & VOCALIZE:** Speedometer
 - **CHECK & VOCALIZE:** Water temperature gauge - Operating range is 170°-195°
 - **CHECK & VOCALIZE:** Air pressure gauges - The normal operating range of the Primary and Secondary gauges is 90-120 psi
 - **CHECK & VOCALIZE:** Fuel gauge shows ample fuel
 - **CHECK & VOCALIZE:** Tachometer and oil pressure gauges-accelerate engine slightly - both react to acceleration. Normal operating range of the oil pressure gauge is 30-50 psi
 - **CHECK & VOCALIZE:** Message Display Center - Contains the Odometer, Voltage Gauge with a normal operating range of 12-14, Ammeter, Transmission Temperature Gauge with a normal operating range of 180°-200°, the DEF level is sufficient
 - **IDENTIFY/VOCALIZE:** Ignition switch
 - **IDENTIFY/VOCALIZE:** Parking brake
 - **IDENTIFY/VOCALIZE:** Transmission lever
 - **IDENTIFY/VOCALIZE:** 2-way radio to the base
 - Turn engine off then turn the key back to the "ON" position but do not restart the engine
- Turn on Master Switch
 - **ACTIVATE:**
 - Yellows
 - Right directional
- Set Service Door Emergency Release switch to "OPEN"
- Pick up your tire thumper (use it as a pointer, not to check the tire's inflation)
- Exit the bus by manually opening the service door
 - **VOCALIZE:** I'm now going to check to make sure I can see and be seen
- Prepare for the **EXTERIOR CHECK**
- Prepare to check the **FRONT OF THE BUS**

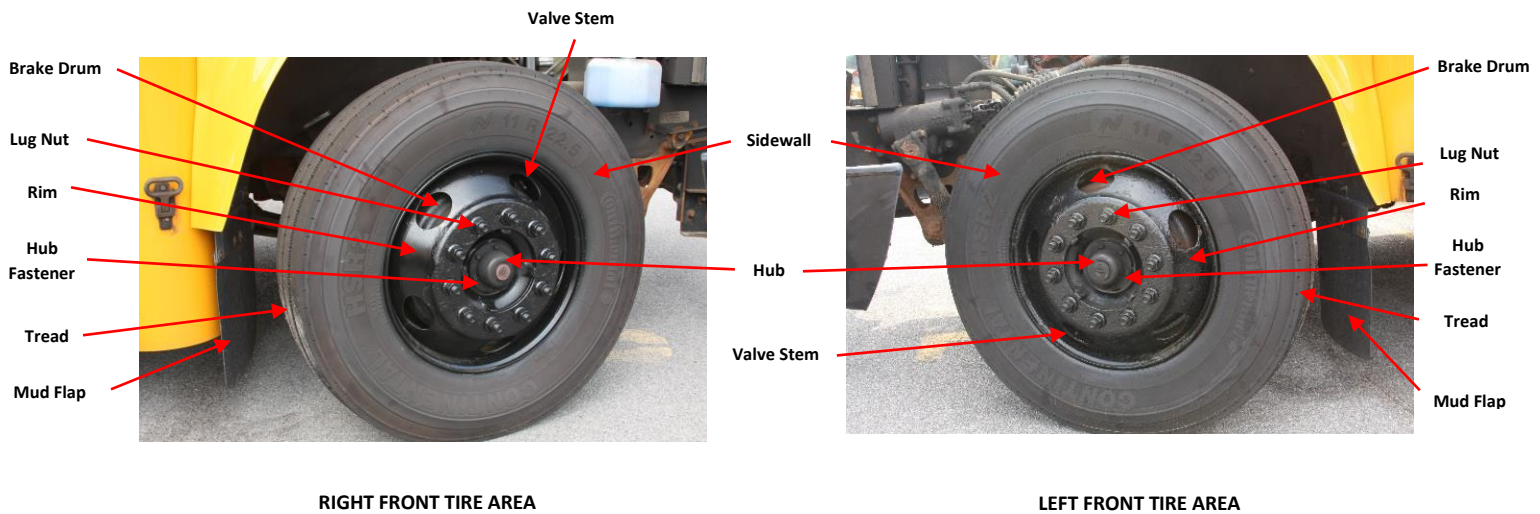
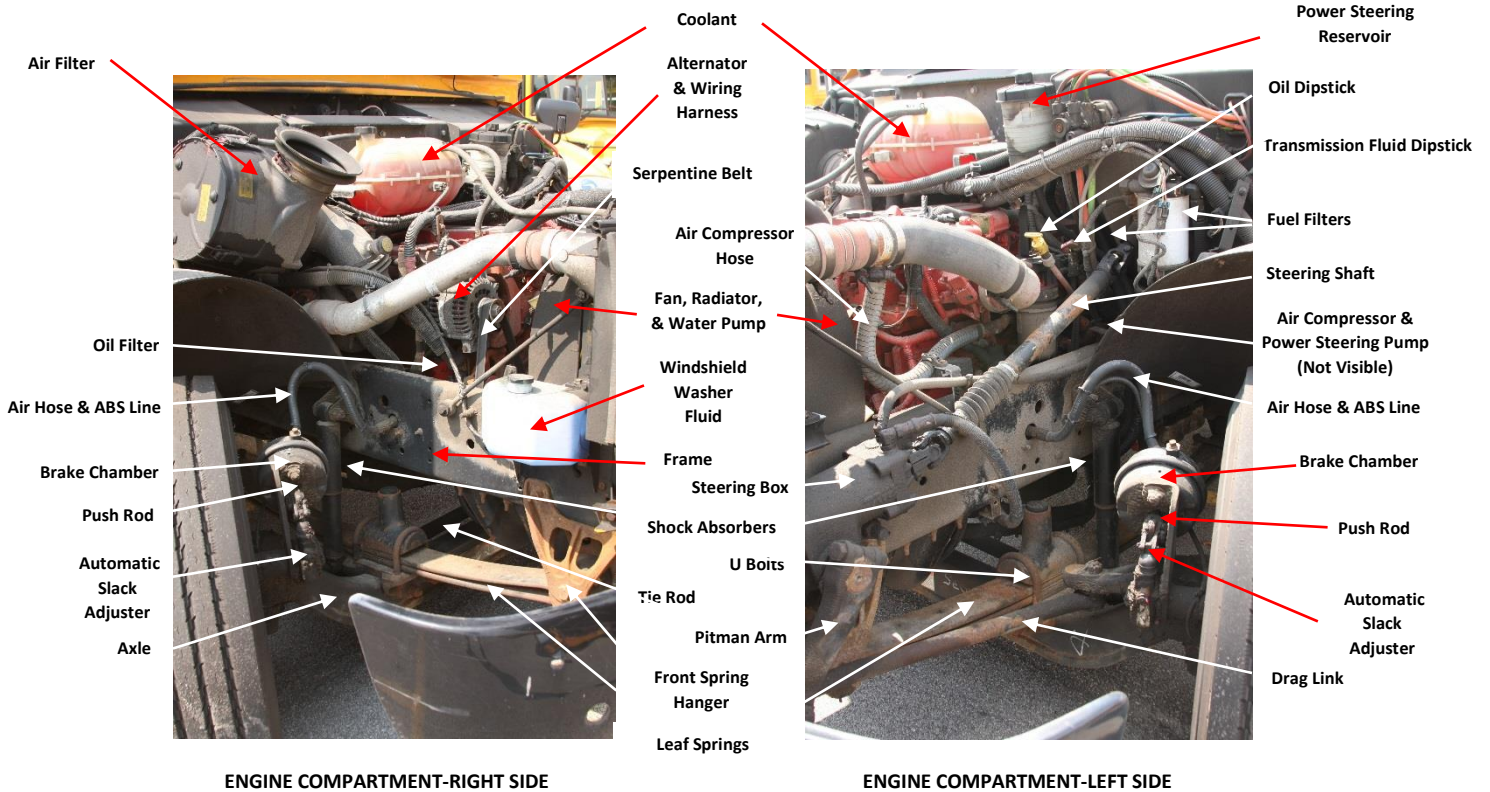
EXTERIOR CHECK



FRONT OF THE BUS

FRONT OF THE BUS

- Begin checking the front of the bus (inspect, vocalize, work left to right/top to bottom)
 - **VOCALIZE AFTER CHECKING EACH PART (WHATEVER PART OF THE PHRASE APPLIES):** Nothing is cracked, damaged, broken, no loose or missing parts, not leaking
 - **CHECK & VOCALIZE:** Marker lights, yellows, destination sign
 - **CHECK & VOCALIZE:** #3 & #4 mirrors
 - **CHECK & VOCALIZE:** Headlights (high beams)
 - **CHECK & VOCALIZE:** Parking lights – right and left
 - **CHECK & VOCALIZE:** Right directional
 - **CHECK & VOCALIZE:** License plate
 - **CHECK & VOCALIZE:** Under the bus for puddles of fluid, anything loose or hanging down
- Re-enter the bus
- Move the Service Door Emergency Release switch to the left
- Close the Service Door
- Turn the ignition to the "OFF" position
- Go to the rear of the bus, deactivate the child minder system
- Return to the driver's seat area, take the key and exit the bus
- Prepare to check the **ENGINE COMPARTMENT, RIGHT AND LEFT FRONT TIRE AREA**



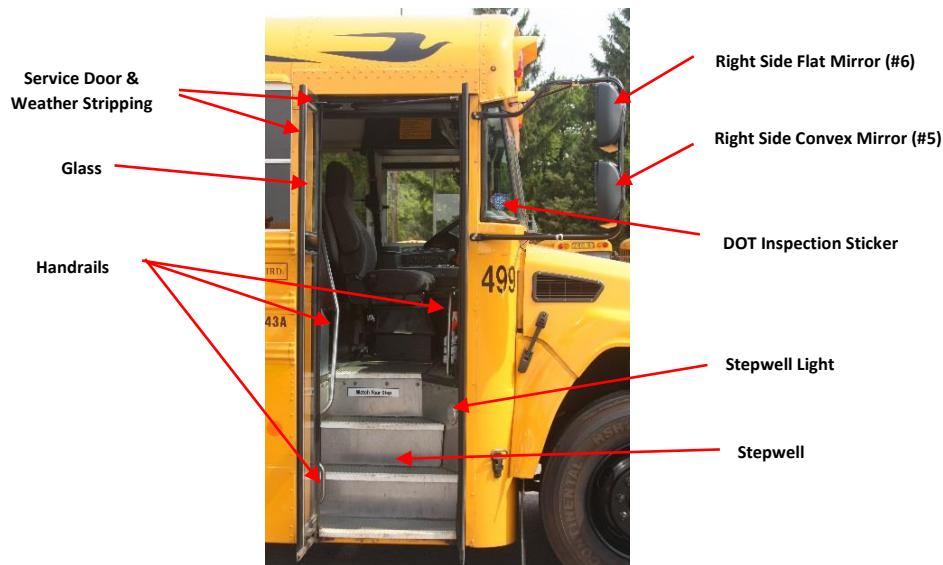
ENGINE COMPARTMENT, RIGHT FRONT TIRE AREA, AND LEFT FRONT TIRE AREA

- Release hood latches on both sides and open hood
- Grab the recessed slot in the top front of the hood and pull towards you until it locks in place vertically
- **Begin checking the engine compartment-passenger side**
 - **CHECK & VOCALIZE:** Air Filter is secure and all pipes and hoses securely clamped. Nothing damaged, cracked or broken, no loose or missing parts
 - **CHECK & VOCALIZE:** Coolant level is between add and full, cap is in place, hoses, and reservoir are not leaking, nothing is damaged, cracked or broken and nothing is loose or missing

- **CHECK & VOCALIZE:** Serpentine belt drives the alternator, fan, and water pump. It does not have more than 3/4" of play, it is not damaged, cracked, frayed or broken
- **CHECK & VOCALIZE:** Alternator is not damaged, cracked or broken, no loose or missing parts. Wiring Harness is secure, wires not frayed, chafed, or broken
- **CHECK & VOCALIZE:** Fan is not damaged, cracked or broken, no loose or missing parts
- **CHECK & VOCALIZE:** Radiator is securely attached it is not damaged, cracked or broken and is not leaking
- **CHECK & VOCALIZE:** Water Pump is not damaged, cracked or broken, has no loose or missing parts and is not leaking
- **CHECK & VOCALIZE:** Oil Filter is secure, it is not damaged, cracked or broken and is not leaking
- **CHECK & VOCALIZE:** Windshield Washer Fluid Reservoir is properly capped and is bolted securely, not damaged, cracked or broken and is not leaking
- **CHECK & VOCALIZE:** Front and rear spring mounts are bolted securely to frame with bolt bushings and are not damaged, cracked or broken
- **CHECK & VOCALIZE:** Frame has no broken welds, it's secure, not cracked, damaged, no loose or missing parts
- **CHECK & VOCALIZE:** Springs and are aligned properly and are not damaged, cracked or broken, no loose or missing parts
- **CHECK & VOCALIZE:** U-bolts are in place, bolted securely with bushings, not damaged, cracked or broken, no loose or missing parts
- **CHECK & VOCALIZE:** Shock absorber is securely bolted top and bottom, is not damaged, cracked, broken or leaking
- **CHECK & VOCALIZE:** Tie rod is secure, not bent, damaged, cracked or broken, no loose or missing parts. It's secured with a castle nut and cotter pin
- **CHECK & VOCALIZE:** Axle is secure, not damaged, cracked or broken, no loose or missing parts
- **CHECK & VOCALIZE:** No fluids on the ground or hangy-down stuff
- **Begin checking the components behind the right front tire**
 - **CHECK & VOCALIZE:** Air Hose and ABS Line are securely tied down. No air leaks are detected and the air hose is attached to the brake chamber, not cracked, damaged, broken, no loose or missing parts. The ABS line is not damaged, frayed or broken
 - **CHECK & VOCALIZE:** Brake Chamber and Pushrod are mounted securely, not damaged, cracked or broken, no loose or missing parts
 - **CHECK & VOCALIZE:** Automatic Slack Adjuster is attached securely and not damaged, cracked or broken, no loose or missing parts. If I were to check it manually, it would not move more than 1"
- **Begin checking the right front tire area**
 - **CHECK & VOCALIZE:** Check tires for proper inflation of ≈ 100 psi. Explain that we would check using a tire pressure gauge
 - **CHECK & VOCALIZE:** Front Tires cannot be less than 4/32nd of an inch and cannot be re-capped or re-grooved. Tread wear is even.
 - **CHECK & VOCALIZE:** Sidewall has no Abrasions, Bulges, or Cuts ("ABC")
 - **CHECK & VOCALIZE:** Rim has no cracks, dents, or illegal welds.
 - **CHECK & VOCALIZE:** Lug Nuts and Hub Fasteners are tight and secure with no loose rust or shiny spots around the lug nuts
 - **CHECK & VOCALIZE:** Valve Stem is centered and capped
 - **CHECK & VOCALIZE:** Tap Brake Drum with tire thumper, drum is not cracked. If we were to remove the dust cover, we would see that the brake linings and drums are not excessively worn or dangerously thin. We would also see that the brake drums have no grease, oil, or loose debris inside of them
 - **CHECK & VOCALIZE:** Hub not damaged, cracked or broken, no loose or missing parts and is not leaking
 - **CHECK & VOCALIZE:** Mud Flap is firmly attached, not damaged, cracked, or broken, no loose or missing parts
- **Begin checking the engine compartment-driver's side**
 - **CHECK & VOCALIZE:** Power Steering Fluid reservoir as properly capped. To check our power steering fluid level, dipstick would be pulled, wiped off, reinserted, and pulled again to check level. If we follow the hoses down from the reservoir, they lead to the power steering pump which is gear-driven directly off the air compressor. All hoses and connections are made, nothing damaged, cracked or broken, no loose or missing parts and no leaks

- **CHECK & VOCALIZE:** Air Compressor Line is attached securely to the Air Compressor, nothing cracked, damaged, no loose or missing parts
- **CHECK & VOCALIZE:** Oil Dipstick. Checked with the engine off, it would be pulled, wiped off, reinserted, and pulled again to check level
- **CHECK & VOCALIZE:** Transmission Fluid Dipstick. Checked with the engine running, it would be pulled, wiped off, reinserted, and pulled again to check level
- **CHECK & VOCALIZE:** Fuel Filters are secure, not damaged, cracked or broken, not leaking
- **CHECK & VOCALIZE:** Steering Shaft is securely attached to the steering box, not cracked, damaged, broken, no loose or missing parts
- **CHECK & VOCALIZE:** Steering Box is securely mounted not damaged, cracked, or broken, no loose or missing parts and not leaking
- **CHECK & VOCALIZE:** Pitman Arm is securely attached, not damaged, cracked, or broken, no loose or missing parts
- **CHECK & VOCALIZE:** Drag Link is securely attached at both ends with castle nut and cotter pin, not bent, damaged, cracked, or broken, no loose or missing parts
- **CHECK & VOCALIZE:** Front and rear spring mounts are bolted securely to frame with bolt bushings and are not damaged, cracked, or broken, no loose or missing parts
- **CHECK & VOCALIZE:** Frame has no broken welds, it's secure, not damaged, cracked, or broken, no loose or missing parts
- **CHECK & VOCALIZE:** Springs are aligned properly and are not damaged, cracked, or broken, no loose or missing parts
- **CHECK & VOCALIZE:** U-bolts are in place, bolted securely with bushings, not damaged, cracked, or broken, no loose or missing parts
- **CHECK & VOCALIZE:** Shock absorber is securely bolted top and bottom, not damaged, cracked, or broken, no loose or missing parts, not leaking
- **CHECK & VOCALIZE:** Tie rod is secure, not bent, damaged, cracked, or broken, no loose or missing parts and is secured with a castle nut and cotter pin.
- **CHECK & VOCALIZE:** Axle is secure, not bent, damaged, cracked, or broken, no loose or missing parts
- **CHECK & VOCALIZE:** No fluids on the ground or hangy-down stuff
- **Begin checking the components behind the left front tire**
 - **CHECK & VOCALIZE:** Air Hose and ABS Line are securely tied down. No air leaks are detected and the air hose is attached to the brake chamber, not cracked, damaged, broken, no loose or missing parts. The ABS line is not damaged, frayed or broken
 - **CHECK & VOCALIZE:** Brake Chamber and Pushrod are mounted securely, not damaged, cracked or broken, no loose or missing parts
 - **CHECK & VOCALIZE:** Automatic Slack Adjuster is attached securely and not damaged, cracked or broken, no loose or missing parts. If I were to check it manually, it would not move more than 1"
- **Begin checking the left front tire area**
 - **CHECK & VOCALIZE:** Check tires for proper inflation of ≈ 100 psi. Explain that we would check using a tire pressure gauge
 - **CHECK & VOCALIZE:** Front Tires cannot be less than $4/32^{\text{nd}}$ of an inch and cannot be re-capped or re-grooved. Tread wear is even
 - **CHECK & VOCALIZE:** Sidewall has no Abrasions, Bulges, or Cuts ("ABC")
 - **CHECK & VOCALIZE:** Rim has no cracks, dents, or illegal welds
 - **CHECK & VOCALIZE:** Lug Nuts and Hub Fasteners are tight and secure with no loose rust or shiny spots around the lug nuts
 - **CHECK & VOCALIZE:** Valve Stem is centered and capped
 - **CHECK & VOCALIZE:** Tap Brake Drum with tire thumper, Drum is not cracked. If we were to remove the dust cover, we would see that the brake linings and drums are not excessively worn or dangerously thin. We would also see that the brake drums have no grease, oil, or loose debris inside of them
 - **CHECK & VOCALIZE:** Hub not damaged, cracked or broken, no loose or missing parts and is not leaking
 - **CHECK & VOCALIZE:** Mud Flap is firmly attached, not damaged, cracked, or broken, no loose or missing parts
- When the checks are done, walk back to the passenger side. Release the hood lock and gently lower it to its closed position. Secure tie downs on both sides
- Re-enter the bus

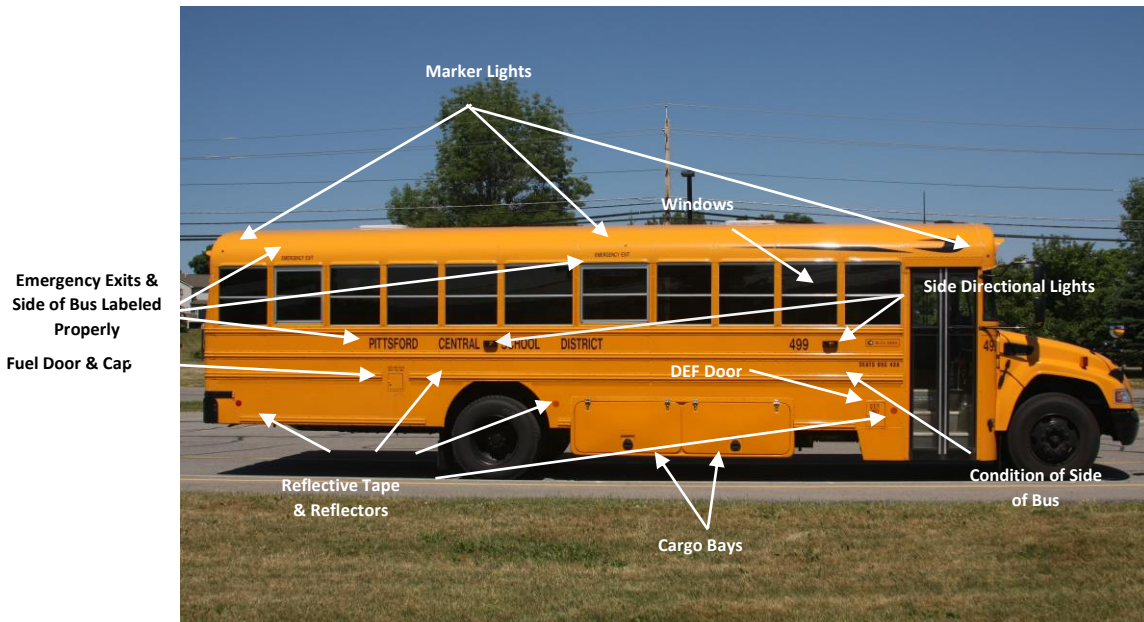
- Move the Emergency Release Switch to the left
- Insert key into the ignition, turn to the “ON” position (do not start the engine)
- Make sure your right directional is on
- Turn on low beams
- Turn master switch “ON”
- Open service door with Service Door Switch (this will automatically activate your reds and child-minder system)
- Prepare to check the **SERVICE DOOR AREA**



SERVICE DOOR AREA

SERVICE DOOR AREA

- Begin checking the service door area
 - **CHECK & VOCALIZE:** Right side #5 and #6 mirrors are clean and the brackets are secure, not damaged, cracked or broken, no loose or missing parts.
 - **CHECK & VOCALIZE:** DOT Inspection sticker is current (inspected @ 6 months)
 - **CHECK & VOCALIZE:** Weather stripping around doors is not damaged, cracked, broken or loose
 - **CHECK & VOCALIZE:** Door glass is not damaged, cracked or broken and is clean
 - **CHECK & VOCALIZE:** Handrails are tight (grab and tug to test), no loose or missing parts
 - **CHECK & VOCALIZE:** Step well light is activated and the lens is not damaged, cracked or broken
 - **CHECK & VOCALIZE:** Step well steps are solid (thump steps) and the treads are secure
- Prepare to check the **RIGHT SIDE OF BUS**

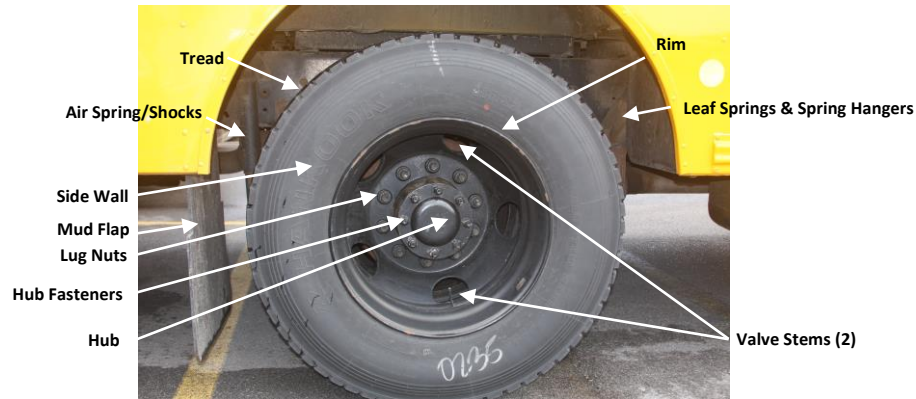


RIGHT SIDE OF BUS

RIGHT SIDE OF THE BUS

- Step back and begin checking the right side of the bus
 - **CHECK & VOCALIZE:** Marker lights are properly lit and not damaged or broken
 - **CHECK & VOCALIZE:** Windows are clean and not damaged, cracked or broken
 - **CHECK & VOCALIZE:** Emergency exits and side of the bus are properly labeled
 - **CHECK & VOCALIZE:** Side directional lights are properly lit and not damaged, cracked or broken
 - **CHECK & VOCALIZE:** Reflective tape and reflectors are present and intact
 - **CHECK & VOCALIZE:** Note the condition of the side of the bus (scratches, dents, etc.)
 - **CHECK & VOCALIZE:** DEF door is locked
 - **CHECK & VOCALIZE:** Cargo bays are empty and doors are secure (if equipped)
 - **CHECK & VOCALIZE:** Fuel cap (open door, reach in, make sure cap is tight, no leaks from tank or lines)

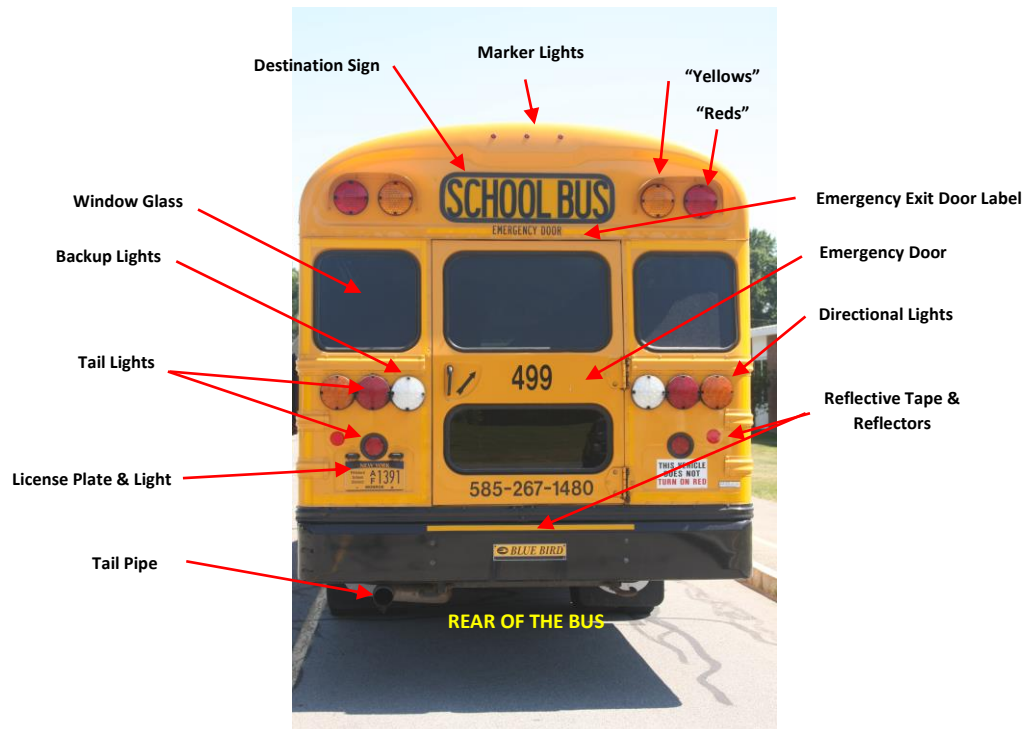
- Prepare to check the **RIGHT REAR DUALS AREA**



RIGHT REAR DUAL AREA

RIGHT REAR DUALS AREA

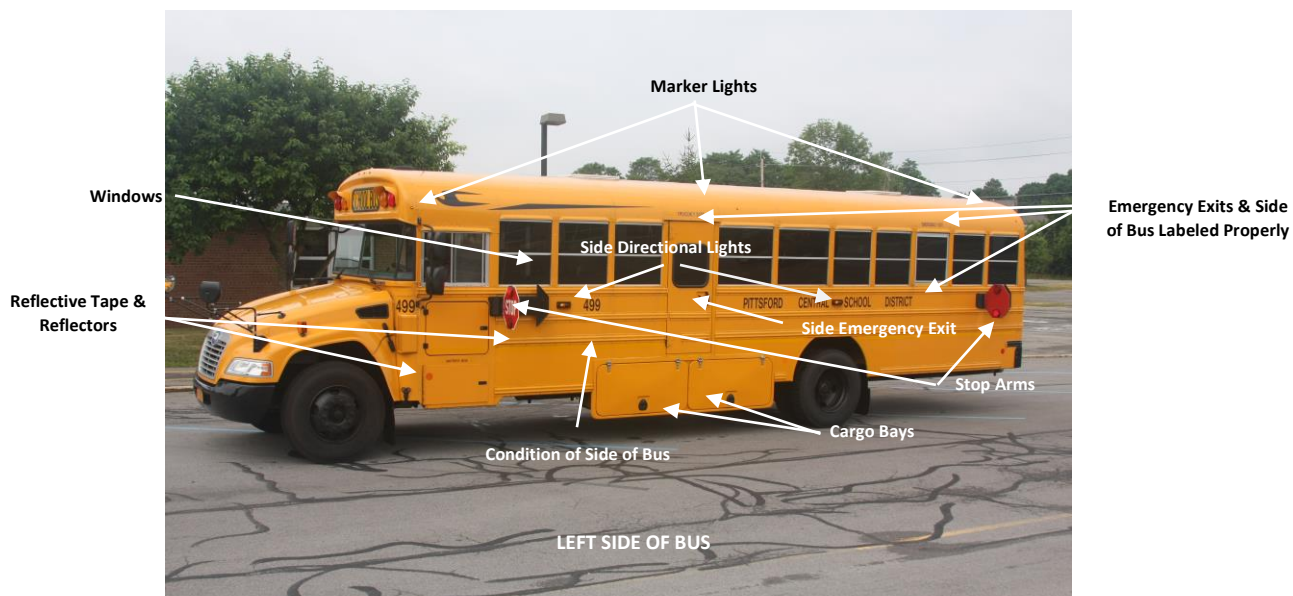
- Begin checking the right rear dual area.
 - **CHECK & VOCALIZE:** Check tires for proper inflation of ≈ 100 psi. Explain that we would check using a tire pressure gauge
 - **CHECK & VOCALIZE:** Check between the duals for obstructions. The Hub Piloted Wheel is properly spaced
 - **CHECK & VOCALIZE:** Rear Tires cannot be less than $2/32^{\text{nd}}$ of an inch and can be re-capped or re-grooved. Tread wear is even
 - **CHECK & VOCALIZE:** Sidewall has no Abrasions, Bulges, or Cuts (“ABC”)
 - **CHECK & VOCALIZE:** Rim has no cracks, dents, or illegal welds
 - **CHECK & VOCALIZE:** Lug Nuts and Hub Fasteners are tight and secure with no loose rust or shiny spots around the lug nuts
 - **CHECK & VOCALIZE:** Hub is not damaged, cracked or broken, no loose or missing parts and is not leaking
 - **CHECK & VOCALIZE:** Valve stems (2) are centered and capped
- Look behind rear duals
 - **CHECK & VOCALIZE:** Rear Spring Hanger and Torque Spring are mounted securely, not damaged, cracked, broken, no loose or missing parts
 - **CHECK & VOCALIZE:** Rear Shock Absorber and Air Spring are securely attached by bolts and brackets, top and bottom. They are not damaged, cracked, broken, no loose or missing parts and not leaking
 - **CHECK & VOCALIZE:** Cannot hear any air leaks
 - **CHECK & VOCALIZE:** Mud Flap is firmly attached, not damaged, cracked, or broken, no loose or missing parts
 - **VOCALIZE:** If they were visible, we would check the air hoses, ABS lines, brake chambers, automatic slack adjusters, pushrods, brake linings, and axle U-Bolts for damage, cracks, breaks and loose or missing parts. If we were to remove the dust covers on both rear brakes, we would check the brake linings and drums to ensure they are not excessively worn or dangerously thin. We would also check that the brake drums have no grease, oil, or loose debris inside of them.
 - For more detail, review the Pre-Trip Extra Credit (PA) Document
- Prepare to check the **REAR OF THE BUS**



REAR OF THE BUS

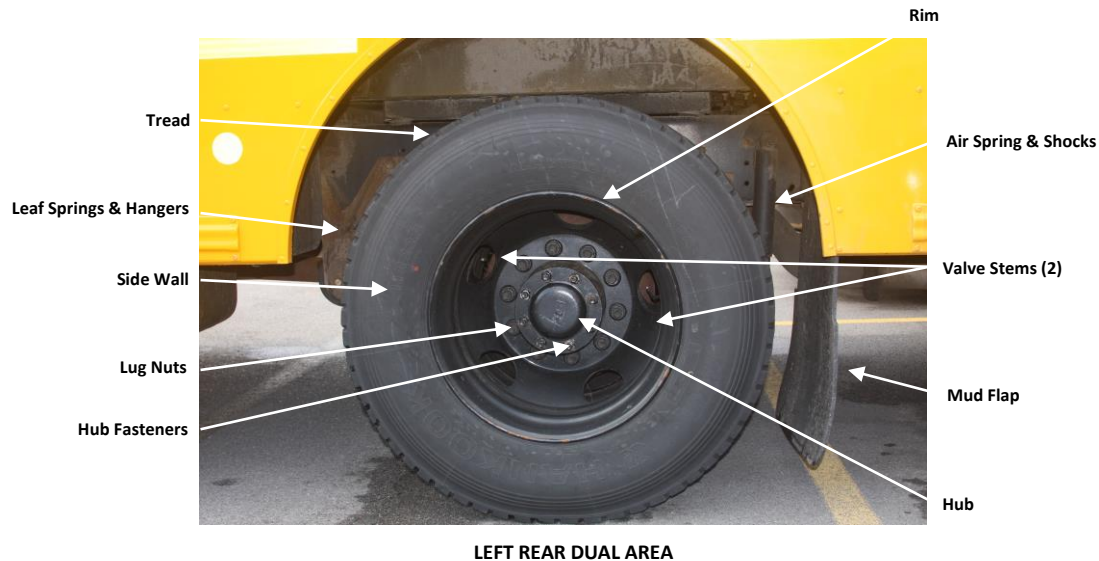
- Begin checking the rear of the bus
 - **CHECK & VOCALIZE:** Marker lights, reds, and destination sign are properly lit, not damaged or broken
 - **CHECK & VOCALIZE:** Window glass is not cracked or broken
 - **CHECK & VOCALIZE:** Reflective tape and reflectors are present and intact
 - **CHECK & VOCALIZE:** Emergency exits and rear of the bus are properly labeled
 - **CHECK & VOCALIZE:** Open emergency door until it locks back. “The emergency door opens freely, locks back to 90°, and the buzzer sounds”
 - **CHECK & VOCALIZE:** 3 Emergency Triangles (if rear-mounted) are mounted. “Would you like to see them?”
 - **CHECK & VOCALIZE:** Right directional properly illuminated, lens not damaged, cracked or broken
 - **CHECK & VOCALIZE:** Taillights, right directional, and license plate lights are properly illuminated, the lenses are not damaged, cracked or broken
 - **CHECK & VOCALIZE:** License plate is firmly attached and not damaged or missing
 - **CHECK & VOCALIZE:** Tail pipe is secure (tap) and straight, has no soot patterns indicating a hole and is not excessively noisy (if the bus is on)
 - **CHECK & VOCALIZE:** Nothing leaking, loose, or hanging under the bus
 - **CHECK & VOCALIZE:** The fuel cage and tank are securely bolted, not damaged or broken
- Look under the bus
 - **VOCALIZE:** Would you like me to check the frame and cross members for defects?
 - **VOCALIZE:** Would you like me to check the drive shaft to make sure it’s mounted securely, straight, centered, and not hanging on the hangers?
 - **VOCALIZE:** Would you like me to check the exhaust system for to make sure it’s mounted securely, not damaged and shows no signs of holes or leaks?
- Ask the examiner if he/she would check the Yellows, Brake Lights, Back-up Lights, 4-Ways, and Left Directional
- Re-enter the bus – Reset wig-wag if you have not already done so
- Sit in driver’s seat, buckle seat belt, **close the service door**, start the bus, activate the Yellows, and cancel the Right Directional
- Keep the parking brake activated
 - **CHECK:** Depress the service brake pedal and hold for 2 seconds . . . release . . . repeat once more
 - **ACTIVATE:** 4-ways for 5 seconds
 - **ACTIVATE:** Left directional
 - **CHECK:** Keeping your foot on the service brake, shift the transmission lever into “Reverse” for 2 seconds

- **ACTIVATE:** Return the transmission lever to “Neutral”
- Keeping the master switch and engine on, open the service door with the Service Door Switch and proceed to the rear of the bus
- Ask the examiner if all of the lights were working
- Prepare to check the **LEFT SIDE OF THE BUS**



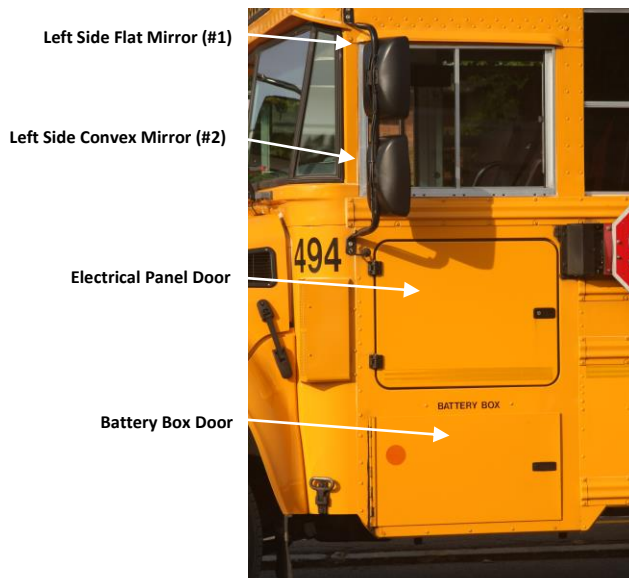
LEFT SIDE OF THE BUS

- Step back and begin checking the left side of the bus
 - **CHECK & VOCALIZE:** Marker lights are properly lit and are not damaged, cracked or broken
 - **CHECK & VOCALIZE:** Windows are clean and not damaged, cracked or broken.
 - **CHECK & VOCALIZE:** Emergency exits and side of the bus are properly labeled
 - **CHECK & VOCALIZE:** Open side emergency door until it locks back. The emergency door opens freely, the buzzer sounds, and locks back to 90°
 - **CHECK & VOCALIZE:** Cargo bays are empty and doors are secure (if equipped)
 - **CHECK & VOCALIZE:** Side directional lights are properly lit and are not damaged, cracked or broken
 - **CHECK & VOCALIZE:** Stop Signs, front and rear, are deployed and securely attached, they’re not loose, damaged or broken and the red lights are all working properly and not damaged, cracked or broken
 - **CHECK & VOCALIZE:** Reflective tape and reflectors are present and intact
 - **CHECK & VOCALIZE:** Note the condition of the side of the bus (scratches, dents, etc.)
- Prepare to check the **LEFT REAR DUALS AREA**



LEFT REAR DUALS AREA

- Begin checking the left rear dual area
 - **CHECK & VOCALIZE:** Check tires for proper inflation of ≈ 100 psi. Explain that we would check using a tire pressure gauge
 - **CHECK & VOCALIZE:** Check between the duals for obstructions. The Hub Piloted Wheel is properly spaced
 - **CHECK & VOCALIZE:** Rear Tires cannot be less than $2/32^{\text{nd}}$ of an inch and can be re-capped or re-grooved. Tread wear is even
 - **CHECK & VOCALIZE:** Sidewall has no Abrasions, Bulges, or Cuts (“ABC”)
 - **CHECK & VOCALIZE:** Rim has no cracks, dents or illegal welds
 - **CHECK & VOCALIZE:** Lug Nuts and Hub Fasteners are tight and secure with no loose rust or shiny spots around the lug nuts
 - **CHECK & VOCALIZE:** Hub not damaged, cracked or broken, no loose or missing parts and is not leaking
 - **CHECK & VOCALIZE:** Valve stems (2) are centered and capped
- Look behind rear duals
 - **CHECK & VOCALIZE:** Rear Spring Hanger and Torque Spring are mounted securely, not damaged, cracked, broken, no loose or missing parts
 - **CHECK & VOCALIZE:** Rear Shock Absorber and Air Spring are securely attached by bolts and brackets, top and bottom. They are not damaged, cracked, broken, no loose or missing parts and not leaking
 - **CHECK & VOCALIZE:** Cannot hear any air leaks
 - **CHECK & VOCALIZE:** Mud Flap is firmly attached, not damaged, cracked, or broken, no loose or missing parts
 - **VOCALIZE:** If they were visible, we would check the air hoses, ABS lines, brake chambers, automatic slack adjusters, pushrods, brake linings, and axle U-Bolts for damage, cracks, breaks and loose or missing parts. If we were to remove the dust covers on both rear brakes, we would check the brake linings and drums to ensure they are not excessively worn or dangerously thin. We would also check that the brake drums have no grease, oil, or loose debris inside of them.
 - For more detail, review the Pre-Trip Extra Credit (PA) Document
- Prepare to check the **LEFT SIDE EXTERIOR DRIVER AREA**



LEFT SIDE EXTERIOR DRIVER AREA

LEFT SIDE EXTERIOR DRIVER AREA

- **CHECK & VOCALIZE:** #1 and #2 mirrors are clean, not broken. The bracket is secured properly, not damaged, broken and no loose or missing parts
- **CHECK & VOCALIZE:** Open electrical panel door, circuits, no spare fuses, nothing unexpected
- **CHECK & VOCALIZE:** Open battery box door, note cables and connections are secure and in good condition and there is nothing unexpected
- Prepare to check the remaining components on the **FRONT OF THE BUS**

FRONT OF THE BUS

- **CHECK & VOCALIZE:** Reds are activated.
- **CHECK & VOCALIZE:** Left directional is activated
- Ask your examiner if he/she would check the front 4-ways
- Board the bus, cancel the left directional
 - **ACTIVATE:** 4-ways
- Ask your examiner if the 4-ways are working

YOUR VEHICLE INSPECTION IS ALMOST COMPLETE. DO A “MENTAL CHECKLIST” FOR OMISSIONS. CORRECT BY CHECKING THE COMPONENT(S) NOW. IF YOU’RE CONFIDENT THAT YOU’VE COVERED EVERYTHING . . .

- **VOCALIZE:** My pre-trip is complete. What would you like me to do?