

ACTIVITY BUS PRE TRIP

GENERAL APPEARANCE - Bus is sitting level, no drips or puddles underneath

LENSES (FRONT)

Left and right turn signals, hazards, headlights and turn signals on headlights Lenses are clean, not broken or missing– verify correct color of lenses

Reflective tape intact and not missing

CROSS OVER MIRRORS (LEFT AND RIGHT) –

Securely mounted, no loose fittings, clean and not damaged

FLAT AND CONVEX MIRRORS (LEFT AND RIGHT)

Securely mounted, no loose fittings, clean and not damaged

LICENSE PLATE (FRONT) - Present and securely mounted

WIPER BLADES AND ARMS - Secure and not damaged

OPEN HOOD

POWER STEERING FLUID - Fluid level must be above refill mark

POWER STEERING UNIT - Securely mounted, operating properly not leaking or damaged

STEERING BOX - Securely mounted, not leaking and no missing nuts or bolts

STEERING LINKAGE

Connecting links, arms and rods – not worn or cracked

Joints and sockets – not worn or loose, no loose or missing nuts, bolts.

WINDSHIELD WASHER FLUID - Fluid reservoir is at least ½ full

OIL LEVEL - Within a safe operating range, and above the refill mark

TRANSMISSION FLUID - Fluid is showing. Hot check once a week; check while engine is running and hot. Fluid should be above the refill mark.

COOLANT - Must be above cold fill line

ALL HOSES INCLUDING POWER STEERING HOSES - Not damaged or leaking, no puddles or dripping

ENGINE COMPARTMENT/UNDERSIDE OF ENGINE AND TRANSMISSION - No dripping or puddling of fluids

ALTERNATOR - Securely mounted, wires secure, operating properly, not damaged and the alternator belt drives the water pump

WATER PUMP - Securely mounted, operating properly not leaking or damaged

WIRES, FITTINGS AND BRACKETS - Not loose, frayed or exposed

BELTS - Not cracked or frayed, no loose fibers or signs of wear and not more than ½" to ¾" play at center of the belt

FAN BLADE – **If you can see it** - Visually inspect for damage

PASSENGER STEER TIRE, BRAKE AND SUSPENSION

SUSPENSION

Shock absorber with coil spring – secure, not damaged and with no leaks

BRAKE - **Brake hoses/lines and couplings** – not cracked, worn or leaking

Brake Pads and disc –

Pads– not worn dangerously thin

ACTIVITY BUS PRE TRIP

Disc – no cracks, dents, holes or signs of overheating

Both are free from debris, oil and grease contamination

TIRE - Inside rim - not damaged, bent and no welding repairs

Inside sidewall – no abrasions, bulges or cuts (ABC)

Tire tread depth – 4/32” minimum

Tread – shows even wear

Outside sidewall – no abrasions, bulges, or cuts (ABC)

Rim – not damaged, bent and no welding repairs

Hub Cap – present not damaged and secure

Valve stem – not damaged, and the cap is present

Thump tires – to check inflation. Pressure should be 65 PSI

Splash guard/mud flap – mounted securely and not damaged

PASSENGER ENTRY DOOR (ALSO KNOWN AS EMERGENCY EXIT/SERVICE DOOR)

Seals - intact

Door – not damaged and operates smoothly from the outside

Door window – clean, not damaged, with no condensation between panes if applicable

Exterior Light lens – clean, not broken or missing

Passenger door emergency release knob – Pull out and twist to ensure proper operation

BATTERY COMPARTMENT

Tray and battery – secure

Connectors – tight with no sign of corrosion

Drawer – not damaged and shuts securely

UNDERNEATH PASSENGER SIDE

Frame – Box, Flooring, Longitudinal and Cross members – no cracks, broken welds, holes, or damage

Drive Shaft - Not bent or cracked, **U-joints** appear secure, free of foreign objects

SUSPENSION (PASSENGER REAR AXLE)

Leaf Springs – not shifted, cracked, broken or missing

Spring hangers – not cracked or broken and no broken, loose or missing bolts

Bushings – not missing or damaged

U-Bolts and clamps – not missing or damaged

Shock absorbers – secure with no leaks

BRAKES (Looking at driver side from passenger side rear axle)

Brake hoses/lines and couplings – not cracked, worn or leaking

Brake Pads and Disc–

Pads – not worn dangerously thin

Disc – no cracks, dents, holes or signs of overheating

Both are free from debris, oil and grease contamination

INSIDE TIRE - Inside rim – not damaged, bent and no welding repairs

Inside sidewall – no abrasions, bulges or cuts (ABC)

ACTIVITY BUS PRE TRIP

TIRE (PASSENGER REAR AXLE)

Tire tread depth – 2/32" minimum

Tread – shows even wear

Outside sidewall – no abrasions, bulges or cuts (ABC)

Rim – not damaged, bent and no welding repairs

Hub Cap – present, not damaged and secure

Valve stem – not damaged and the cap is present.

Thump tires – to check inflation. Pressure should be 65 PSI.

Splash guard/mud flap – no damage and mounted securely

LENSES (PASSENGER SIDE) – verify correct color

Clearance and reflectors

Lenses are clean, not broken or missing

Amber clearance lights in front of drive tires, **red** behind drive tires

Reflective tape is intact and not missing

LENSES (REAR) – verify correct color

Red clearance lights, left and right turn signals, hazards, brake lights, tail lights, reverse/back up lights and reflectors

Lenses are clean, not broken or missing

Reflective tape – intact and not missing

LICENSE PLATE - Present, securely mounted

Lights are properly working, clean, and not damaged

EMERGENCY DOOR

Hinges – not damaged

Door – opens smoothly and closes securely

Seals – intact on door and windows

Windows – clean and not damaged

DRIVER REAR AXLE

BRAKES (DRIVER SIDE REAR DUAL LOOKING TO PASSENGER SIDE)

Brake hoses/lines and couplings – not cracked, worn or leaking

Brake Pads/Disc

Pads – not worn dangerously thin

Disc – no cracks, dents, holes or signs of overheating

Both are free from debris, oil and grease contamination

INSIDE DUAL TIRE (Looking to passenger side)

Inside rim – not damaged, bent and no welding repairs

Inside sidewall – no abrasions, bulges or cuts (ABC)

SUSPENSION

Leaf Springs – not shifted, cracked, broken or missing

Spring hangers – not cracked or broken and no broken, loose or missing bolts

Bushings – not missing or damaged

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U-Bolts and clamps – not missing or damaged

See behind drive tires

Shock absorbers – secure with no leaks

TIRE - Tire tread depth – 2/32" minimum

Tread – shows even wear (on both tires)

Outside sidewall – no abrasions, bulges or cuts (ABC)

Rim – not damaged, bent and no welding repairs

Hub Cap – Present, not damaged and secure

Valve stem – no damage and the cap is present

Thump tires – check inflation. Pressure should be 65 PSI.

Splash guard/mud flap – mounted securely and not damaged

FUEL Cap – tight, not leaking

Tank – secure with no leaks from tank or lines

EXHAUST – securely mounted, no holes, rust that would indicate leaks. No cracks, holes or dents.

DRIVER STEERING TIRE, SUSPENSION AND BRAKES

BRAKES

Brake hoses/lines and couplings – not cracked, worn or leaking

Brake PADS/DISC

Pads – not worn dangerously thin

Disc – no cracks, dents, holes or signs of overheating

Both are free from debris, oil and grease contamination

SUSPENSION

Shock absorbers with coil spring – secure with no leaks

TIRE - Tire tread depth – 4/32" minimum

Tread – shows even wear (on both tires)

Outside sidewall – no abrasions, bulges or cuts (ABC)

Rim – not damaged, bent and no welding repairs

Hub Cap – present, not damaged and secure

Valve stem – no damage and the cap is present

Thump tires – check inflation. Pressure should be 65 PSI.

Splash guard/mud flap – mounted securely and not damaged

LENSES (DRIVER SIDE) – verify correct color

Clearance lights, reflectors, turn signals and reflective tape

Lenses are clean, not broken or missing

Amber clearance lights in front of drive tires, **red** behind drive tires

Reflective tape is intact and not missing

ENTRY WAY

Steps – clear of obstruction

Tread – not loose or excessively worn

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Handrail – firmly attached

EMERGENCY EQUIPMENT

First Aid and body fluid kits – securely mounted and seal tag intact, indicating component is complete

3 red reflective triangles – securely mounted and seal tag intact, indicating component is complete

Fire extinguisher – has proper charge, ABC rated, securely mounted and seal tag intact, indicating component is complete

Registration packet – contains proof of insurance, current CDE inspection, registration, and emergency phone numbers

SEAT CUSHIONS - Attached securely to the frame

STARTER INTERLOCK SYSTEM

Starter interlock – place starter interlock on back door in locked position

SEAT BACKS - Seat frames not broken and securely mounted to the floor

EMERGENCY EXITS

Rear and entry door – not damaged, opens easily, closes securely and warning buzzer sounds (**Entry door does not have a buzzer**)

Roof hatches – visually inspect for damage, and state if you did open it, they are not damaged, open easily, closed securely, and the warning buzzer sounds

ATTEMPT TO START– should not start and buzzer will sound

Leave key in accessory position, unlock interlock

START ENGINE - Bus must be in Park

DRIVERS SEAT BELT - Securely mounted, adjusts, not ripped or frayed and latches properly

SWITCHES – operating correctly on high and low speeds

All heaters and defrosters – must physically check for air flow in driver area

Fans – **exhaust and defrost fans** – defrost must be physically checked

Windshield wipers and fluid – operate smoothly and fluid must operate correctly

Dome lights

DASH INDICATOR LIGHTS

Headlights – high beam

Left and right turn signals

Hazards

GAUGES AND MONITORING DEVICES

Water temperature – begins to climb to normal operating range – 190-210 degrees

Oil – increasing to normal operating range between 60-80

Voltmeter – registers 12-14

Fuel – above ½ tank

Oil and lube stickers – write up 500 miles before sticker mileage

ENTRY DOOR

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Door – not damaged, operates smoothly as you open and close and latches securely

Step light – working properly with door operation; lens is clean, not broken or missing

STEERING WHEEL - Play should not be more than 2” before the left wheel turns with the engine running

HORNS – Must work properly

WINDSHIELD - Clean, no illegal stickers, obstructions or damage to the glass

OUTSIDE MIRRORS - Flat, convex and cross-over – clean and properly adjusted - **BOTH SIDES**

STUDENT MIRROR - Securely mounted with no loose fittings, clean, not damaged and properly adjusted

EXTERNAL LIGHT OPERATIONS CHECK

Verify correct lens color

Clearance lights

Left and right turn signals

Hazards

Headlights – high and low beams

go to rear of bus and check lights

Clearance lights

Left and right turn signals

Hazards

Brake lights

Tail lights

DO NOT check reverse lights. Only check when intending to move bus

SERVICE BRAKE TEST

At approximately 5 mph, apply service brake firmly, making sure there is no pull to the left or right

STATIC BRAKE TEST

With transmission in drive, set park brake, bus should not move.