

Setup For Inspection

- Start bus
- Tires to the left
- Hazards off
- Front door open
- Release door air
- Turn bus off
- Place wheel chock

Common Phrases

Lights: Color, clean, operational, not broken or missing.

Reflectors: Color & Clean

Windows: Clean & Damage free

Mirrors: 2 each per housing, clean, properly adjusted from inside.

Mirror Brackets: Checking to make sure they're not damaged and are mounted securely with no loose fittings.

Doors: Checking that entry / exit doors aren't damaged and operate from outside. Hinges should be secure with seals intact.

Exterior – Passenger Side

Amber Clearance Light - It's clean, operational, not broken or missing.

Mirror Bracket - Checking to make sure it's not damaged and is mounted securely with no loose fittings.

2 Mirrors – They're clean, and properly adjusted from inside.

Amber Turn Signal - It's clean, operational, not broken or missing.

5 Windows – They're clean & damage free

Amber Kneeling light - It's clean, operational, not broken or missing.

Amber Reflector – It's clean

Checking the **entry / exit doors** for damage and operational from outside. Hinges should be secure with seals intact.

4 Windows - They're clean & damage free

Amber Turn Signal - It's clean, operational, not broken or missing.

Front Steer Tire:

Checking Front steer tire for at least 4/32 tread depth in all grooves.

Checking for even wear and no damage to the tread or sidewall.

Checking that the valve stem and cap is not missing, broken or damaged.

Making sure tire is inflated to 100-120PSI

Rims: Checking for damaged or bent rims or illegal repair welds.

Checking for rust trails, indicating the rim being loose on the wheel

Lug Nuts: Checking that all lug nuts are present, free of cracks and damage and don't show signs of looseness such as rust trails or shiny threads.

Hub Oil Seal: is not leaking.

Splash guards: are mounted securely and not damaged.

Front Steering Axle:

Air Bellow is not leaking and is properly mounted. Mounts are secured to axle and frame.

Brake chamber is not leaking, cracked or dented and is mounted securely. No loose or missing clamps.

Brake drums have no cracks, dents, or holes. Also checking for loose or missing bolts.

Checking for a visible amount of **brake lining**.

Looking for cracked, worn or leaking **brake lines / hoses** and couplings.

Checking for broken, loose or missing parts on **slack adjusters / push**

rods.

Checking that **shocks** are secure and not leaking.

Frame:

Amber Clearance light - It's clean, operational, not broken or missing.

Amber reflector - It's clean

Looking for cracks, broken welds, holes or other damage to the **longitudinal frame**, cross members, box and floor.

This bus has no **baggage compartments** or **U-Bolts**

Checking to see that the **drive shaft** is not bent or cracked. Couplings should be secured and free of foreign objects.

Rear door area:

Clear exit light - It's clean, operational, not broken or missing.

4 windows on rear door - They're clean & damage free

Clear cornering light - It's clean, operational, not broken or missing.

2 Windows - They're clean & damage free

Amber Turn Signal - It's clean, operational, not broken or missing.

Rear Drive Axle Area:

Rear Drive Tires:

Checking rear tires for at least 2/32 tread depth in all grooves. Checking for even wear and no cuts or other damage to the tread / sidewall.

Checking that both valve stems and caps are not missing, broken or damaged.

Making sure tires are inflated to 100-120PSI

Checking the space between tires for foreign objects and making sure they're not touching.

Rims: Checking for damaged or bent rims or illegal repair welds.

Checking for rust trails, indicating the rim being loose on the wheel

Lug Nuts: Checking that all lug nuts are present, free of cracks and damage and don't show signs of looseness such as rust trails or shiny threads.

Hub Oil Axle Seal: isn't leaking.

Splash guards: are mounted securely and not damaged.

Rear Drive Axle:

Air Bellow is not leaking and is properly mounted. Mounts are secured to axle and frame.

Brake chamber is not leaking, cracked or dented and is mounted securely. No loose or missing clamps.

Brake drums have no cracks, dents, or holes. Also checking for loose or missing bolts.

Checking for a visible amount of **brake lining**.

Looking for cracked, worn or leaking **brake lines / hoses** and **couplings**.

Checking for broken, loose or missing parts on **slack adjusters / push rods**.

Checking that **shocks** are secure and not leaking.

Back Passenger Side

All **fuel tanks** are secured to the roof and there are no leaks from the tanks or lines.

Red Clearance light - It's clean, operational, not broken or missing.

Fuel caps are tight.

Rear of Bus

5 red clearance lights – They're clean, operational, not broken or missing.

Checking for adequate **coolant level**

5 red tail / brake lights - They're clean, operational, not broken or missing.

4 amber turn signal / hazards - They're clean, operational, not broken or missing.

2 amber deceleration lights - They're clean, operational, not broken or missing.

2 white reverse lights - They're clean, operational, not broken or missing.

1 white license plate light - It's clean, operational, not broken or missing.

4 red reflectors – They're clean

Checking under the bus for any **engine leaks**.

Engine Compartment

Power Steering is above refill mark

Can't check **Transmission fluid** because engine is off, but it should be above the refill mark.

Demonstrate oil is above the refill mark.

Alternator – Belt driven, securely mounted and not damaged.

Power Steering pump - Belt driven, securely mounted and not damaged or leaking.

Water Pump - Belt driven, securely mounted and not damaged or leaking.

Air Compressor – Gear driven, securely mounted and not damaged or leaking.

Making sure all **hoses** are in good condition and not leaking.

Checking all **belts** for snugness, no more than $\frac{3}{4}$ inch of play at center, no cracks, frays, loose fibers, or signs of wear.

Exterior – Driver's Side

Red clearance light – It's clean, operational, not broken or missing.

Two windows – They're clean and damage free

Exhaust System:

Checking for damage and signs of leaks such as rust or soot

There should be no cracks, holes, or severe dents.

It should be connected tightly and securely mounted.

Amber turn signal – It's clean, operational, not broken or missing.

Checking the **driver's side rear tires & axle** the same as the passenger side.

5 windows - They're clean and damage free

Amber clearance light - It's clean, operational, not broken or missing.

Amber reflector – It's clean

Checking the **driver's side steer tire & axle** the same as the passenger side.

4 windows - They're clean and damage free

Amber turn signal - It's clean, operational, not broken or missing.

Steering Linkage:

I see that connecting links, arms and rods from the steering box to the wheel are not worn or cracked.

Checking that joints and sockets are not worn or loose and there's no missing nuts, bolts or cotter keys.

Steering box & hoses:

Making sure it's securely mounted, not leaking or missing any nuts & bolts. Also checking for damage and leaks to hoses.

Mirror Bracket - Checking to make sure it's not damaged and is mounted securely with no loose fittings.

2 Mirrors – They're clean, and properly adjusted from inside.

Front of bus

5 Amber clearance lights – They're clean, operational, not broken or missing.

2 windows – They're clean & damage free with no illegal stickers and the **registration sticker** is valid.

1 Amber reflector – It's clean

2 Amber turn signal / hazard lights - They're clean, operational, not broken or missing.

2 high & low beam headlights - They're clean, operational, not broken or missing.

Checking **wiper arms** are secure, not damaged and operate smoothly.

Passenger Area:

Walk to back of bus, checking **handrails and seats** to make sure they are securely attached with no broken frames.

Open rear electrical compartment. This bus has **circuit breakers** so no spare electrical fuses are required. Secure compartment.

The **roof hatch** is closed securely from the inside and properly labeled.

Walking to front Checking the **4 emergency windows** to see they're not damaged, are operational and closed securely from the inside.

Emergency Equipment:

There are 3 **reflective triangles**. Would you like to see them?

The **fire extinguisher** is properly charged and securely mounted.

In Cab Inspection:

Seatbelt – checking that it's securely mounted, adjusts, latches and is not ripped or frayed.

Safe start – I'm performing a safe start, Telltale lights are working.

Testing my **Hazards**, they're working.

My **mirrors** are properly adjusted from the inside.

Windshield **wipers** and **washer fluid** are operational

Windshield is clean, free of damage with no illegal stickers

Registration is valid

Checking the **air gauge** to see if it's working and building pressure to gov cut out at about **120-140PSI**

Volt gauge is charging

Water temp & oil pressure gauge are in engine compartment and should be at normal ranges.

Testing **turn signals**, working properly.

High beam headlights are working properly

Horn works properly

Testing **ramp** at 45° angle, checking for any leaks, damage or missing parts.

Testing **heater and defroster** – place hands over vents.

Exterior Light Test

Passenger side:

2 Amber clearance lights - They're clean, operational, not broken or missing.

3 Amber turn signals - They're clean, operational, not broken or missing.

1 Amber kneeling bus light – It's clean, operational, not broken or missing.

2 Clear passenger door lights - They're clean, operational, not broken or missing.

1 Clear cornering light – It's clean, operational, not broken or missing.

1 Red clearance light – It's clean, operational, not broken or missing.

Rear:

5 Red clearance lights - They're clean, operational, not broken or missing.

5 Red tail / brake lights - They're clean, operational, not broken or missing.

4 Amber turn signal / hazard lights - They're clean, operational, not broken or missing.

2 White reverse lights - They're clean, operational, not broken or missing.

1 White license plate light – It's clean, operational, not broken or missing.

2 Amber deceleration lights - They're clean, operational, not broken or missing.

Driver's Side:

1 Red clearance light – It's clean, operational, not broken or missing.

3 Amber turn signals - They're clean, operational, not broken or missing.

2 Amber clearance lights - They're clean, operational, not broken or missing.

Front:

5 Amber Clearance lights - They're clean, operational, not broken or missing.

2 Amber turn signals / hazards - They're clean, operational, not broken or missing.

2 white headlights, high and low beam - They're clean, operational, not broken or missing.

Interior:

White interior lights are clean, operational, not broken or missing.

Green exit door light is clean, operational, not broken or missing

Exit door is operational with no damage to hinges or seals.

2 clear step lights are clean, operational, not broken or missing.

Air Brake Test

1) Air Leak Test – **Seatbelt on, door closed**

- * With air pressure built up to 120-140PSI, I'm shutting the engine off then releasing the parking brake.
- * Waiting until air pressure needles stabilize.
- * Fully apply service brake and hold for 1 minute.

- * Check air gauge to see if air pressure drop >3PSI in 1 minute.

2) **Spring Brake Test**

- * I'm turning the ignition on but not the engine.
- * I'm waiting for the air pressure gauges to stabilize.
- * I'm going to fan the brakes until about 20 - 45PSI, at which point the spring brakes should engage and parking brake knob will pop out.

3) **Low Air Warning Light Test**

*I'm starting the engine.

point at warning light The warning light and buzzer are on because the air pressure is below 80PSI.

I'm now going to remove the chock and build the air pressure back up to 120-140 PSI.

4) **Parking Brake Test**

*With the parking brake set, I'm going to put the transmission into drive. Then I'm going to give it about $\frac{1}{4}$ quarter throttle and release. The bus should not move forward.

5) **Service Brake Test**

- * I'm going to release the parking brake and put the transmission into drive.

- * I'm then going to pull forward at about 5MPH and apply the brake firmly. The bus should come to a stop without pulling to one side or the other.

*****Secure the bus*****

“This concludes the air brake test and pre trip inspection.”

Basic control Skills (Backing)

Offset Back:

- * Pull forward to the cone

- * Hard turn to left
- * Back until first left cone is at left rear corner of bus.
- * Straighten wheels (turn right 2.5x)
- * Back until right rear tire is on yellow line, then about 8" past.
- * Hard Right turn, straighten bus out.
- * Straighten wheels (turn left 2.5x)
- * Straight back until last cone passes bumper.

Parallel Park:

- * Pull Forward, rear bumper past cone.
- * Back up until Rear tire in line with cone.
- * Hard right, back up until 2nd cone lined up with side of bus

- * Straighten Wheels (2.5x to the left), back until *left rear tire* on crack in road.
- * Hard left, straighten bus.
- * Straighten wheels (2.5x to the right), Pull up straight.