

Pre-Trip Instructions

October 10, 2023

Make sure you touch everything you can.

Safe Start - Air Brake Check

1. The first thing I will do is test my airbrakes.
My safe start - My foot is applied to the service brakes and my bus is in neutral, my parking brake is set.
* Always have your foot applied to the service brake when starting the bus.
2. I will turn the key one click (to the ON position), my door will close, the ABS light, DEF, and Fuel Indicator lights are working along with all the other lights on my dash board.
3. I am waiting for my 4 electrical clicks, now I will start the bus.
4. I'm going to wait until my air pressure reaches 120 PSI, say the governor cut out before I begin.
5. Once it "pop's off" turn OFF bus.
6. Turn key to ON position, with foot on service brake. Push in parking brake, note you are looking for no more than 3 PSI air pressure loss in 1 minute.
Ask examiner if he will time you (hold for full minute)
7. When told to continue, begin fanning off the air pressure by rapidly applying and releasing the service brake.
8. Say before 60 PSI the low air pressure warning buzzer will sound and indicator light will come on. When this happens, point to gauge and say what pressure this happened at.
9. Now say before 30 PSI the parking break will set itself, when this happens point to gauge and say what pressure this happened at.
10. After this happens with your foot applied to the service brake, start the bus to build the air pressure back up.
11. Check all the switches on switch panel, High, Low and Off. State they are all working and all indicator light On switches are working.
12. Check all gauges, explaining what each is, noting they are working and they are working properly on the way down.
13. Now do brake check.
14. My foot is on the service brake - Put your shifter into Reverse
*Note your back up beeper is working. (Ask examiner to go to rear of bus and check your reverse lights, and then return)
15. Move shifter all the way down and back up, noting it moves freely.
16. With my parking brake on, I will put bus in drive and try to move the bus by applying light pressure to the accelerator. Note the parking brake is holding and the bus does not move.

17. With my foot on this service brake I'm going to release the parking brake, I will release the service brake, allowing the bus to roll forward. Reapply pressure to the service brake, noting the bus does not pull to either side and my service brake is working.
18. Now set parking brake, put bus in Neutral and shut bus OFF.

In-Cab Inspection

1. Turn key to ON position (do not start bus)
2. The visor is secure and moves freely.
3. The student mirror is bolted on securely to the vehicle and is not cracked or broken.
4. The fans are bolted on securely to the vehicle, not cracked, broken or missing any pieces.
5. The windshield is mounted securely and the rubber seal is not cracked, broken or leaking.
6. The windshield wipers are bolted on properly to the vehicle and the rubber is touching the window (show operation: Intermittent, Low and High speeds). Press in windshield washer button and note it is working.
7. The drivers window moves freely (slide open both directions)
8. Tell the examiner you did a radio check before you came down here and your two-way radio was working.
9. Turn on strobe light.

Lights and Student Area Check

1. Get up out of your seat and walk to the back of the bus.
2. Noting the floor tread is properly secure to the vehicle, and the floor is clean.
3. Pull up on the bottom of every seat and say the seats are latched properly, and I see no graffiti.
4. Hit the back of every seat on your way back up and say that they are bolted securely to the frame.
5. Note that there are two emergency roof hatches push up hatch saying it is secure and moves freely up and down, if this was a emergency I would turn red lever to the right to open it up all the way buzzer and lights would activate, would you like me to check the other one? Note that your strobe light is working not cracked broken or missing.
6. Go to emergency window and say this bus has 4 emergency window exits.
7. Open emergency window noting it opens freely and the buzzer sounds and lights come on, close window and say would you like me to check the other three?

Emergency Equipment Check

1. Walk to front of bus open compartment above student mirror.
2. Say the first aid kit is secure to the bus, has 24 pieces and one emergency assistance card with 3 emergency numbers.
3. The body fluid clean-up kit is secure to the bus and is full.
4. The ABC fire extinguisher is secure and fully charged to 5 pounds of pressure. I can tell because the needle is in the green and the safety pin is in place and the tag is up to date.
5. Point to emergency equipment box behind drivers seat and say it has 6 fuses, 3 reflective triangles and spare electrical fuses if needed, and is securely clamped to the vehicle.

Inside Light Check

1. Sit down in the drivers seat and say the seat is secure to the bus and bolted down correctly.
2. The seat belt is bolted to the vehicle and is not cracked, broken or frayed. Show it latches and unlatches.
3. Say all my outside mirrors and student mirror are adjusted for me.
4. Turn on headlights, amber warning lights and hazard light.
 - A. Note all the indicator lights are working and dash lights are on.
 - B. Point to crossover mirrors and note you can see your low beam headlights, amber warning lights and hazard lights are working.
5. Turn OFF hazard lights, turn ON high beam headlights, and left turn signal. Point to high beam and left turn signal indicator lights say they are working, point out high beam lights and left turn signal in crossover mirrors.
6. Turn on right turn signal, point to indicator light and point out right turn signal in crossover mirror.
7. Now open door point to red warning light indicator and point to crossover mirrors and say my red warning lights are working.
8. Point to stop sign, say stop sign and stop sign lights are working properly, lenses are not cracked or broken and are proper color.
9. Point to step well light and say my step well light is working not cracked or broken.

Outside Light Check

1. Ask examiner if he will check your outside lights on both sides of bus and back of bus. Tell examiner you will call out each light through drivers window and/or door watching for examiners ok signal (thumbs up).
2. Ask examiner to go to the driver side of bus and when examiner exits, close door.
3. When examiner gets to drive's side of bus say please check my left turn signal and hazard light, and marker lights. Wait for thumbs up.
4. Ask examiner to go to the back of the bus.

5. When examiner reaches back of bus say out driver's window please check...
 - A. Running lights, wait for thumbs up.
 - B. Then say, brake lights, press brake, wait for thumbs up.
 - C. Then say, hazard lights, turn on, wait for thumbs up.
 - D. Then say, left turn signal, turn on, wait for thumbs up.
 - E. Then say right turn signal, turn on, wait for thumbs up.
 - F. Then say amber warning lights, turn on, wait for thumbs up.
 - G. Then say red warning light, open up door to turn on lights, wait for thumbs up.
 - H. Ask examiner to come the entry door.
6. When examiner gets to the door say please check...
 - A. Right turn signal, turn on, wait for thumbs up.
 - B. Then say hazard lights, turn on, wait for thumbs up.
 - C. Then say marker lights, wait for thumbs up.
 - D. Then say loading light, wait for thumbs up.
7. Ask examiner to please wait while you turn off your no child left behind alarm.
 - A. Turn OFF all lights.
 - B. Close door, turn OFF bus, turn key to Auxiliary position and go to back of bus, push red button on drivers side bulkhead of bus (beeping should stop) return to front of bus, turn key OFF.

Outside Overview

1. Take key exit bus and say, using 3 points of safety (2 hands on hand rail, 1 foot on step).
2. Stand in front of bus with key and flashlight in hand. Say all my light lenses are secure to bus, not cracked or broken or missing, and are proper color.
3. Amber warning lights are secure to bus, not cracked broken or missing.
4. Red warning lights are secure to bus, not cracked, broken or missing.
5. School bus sticker and reflective tape are secure to bus, not peeling or fading.
6. The windshield is secure, not cracked broken and has no illegal stickers.
7. Look underneath and say I see no fuel, coolant or oil leaks under the bus.
8. Look left side then right side and say, I see no hazards around the bus.
9. Go to driver's split mirror pull on and say, split mirror is not cracked or broken.
10. Unlatch hood latch and say, hood latch is secure to the bus and not cracked or broken.
11. Pull on split mirror and say, split mirror is secure to the bus and not cracked or broken.
12. Pull on crossover mirror and say, crossover mirror is secure to the bus and not cracked or broken.
13. Pull on other crossover mirror and say, crossover mirror is secure to the bus and not cracked or broken.
14. Unlatch hood latch and say, hood latch is secure to the bus and not cracked or broken.

15. Pull on split mirror and say, split mirror is secure to the bus and not cracked or broken.
16. Now stand in front of bus and open hood.

The Engine Compartment - Door Side

1. Say I am checking the hood hinges and hanger cables, they are secure and not cracked or broken.
2. I'm checking for no excessive moisture on the engine which could indicate a leak, I see nothing.
3. The heater hoses are clamped and strapped securely to the vehicle and are not cracked, broken or leaking.
4. The wiring harnesses are securely clamped and are not cracked, broken or frayed.
5. The turbo charger is secure to the vehicle and not cracked or broken.
6. The alternator is secure, there are no missing nuts or bolts and it is belt driven.
7. The water pump is secure, not cracked, broken or leaking. It is not missing any nuts or bolts and is belt driven.
8. The serpentine belt is in good condition, not cracked, broken or frayed and has no more than 1/2 to 3/4 inch of play.
9. The washer bottle is secure, full and not leaking. The hoses are secured to the vehicle and are not cracked, broken or frayed.
10. Shock is secure to bus not cracked, broken or leaking.
11. Leaf spring hangers, both front and rear, are secure to bus, not cracked or broken.
12. Leaf springs have no cracks, brakes or missing pieces and are not shifted. The u-bolts are mounted securely to the axel, the nuts are present and they are not cracked or broken.
13. The tie rod is mounted securely to the vehicle and is not cracked, broken or bent.
14. Point to the frame and say, from front to back my frame is not cracked, broken and has no illegal welds, and is missing no nuts or bolts.
15. The brake hose and ABS wire are secure, not frayed, broken and I hear no audible leaks.
16. The brake chamber is securely bolted to the vehicle. There are no audible leaks, cracks, grease, oil or apparent damage.
17. The slack adjuster and pushrod are at a 90 degree angle when the brakes are applied. They are not bent, broken, loose or missing any parts. The push rod should not move more than 1" with the brakes released when pulled by hand. The cotter pin is in place.
18. The brake linings are in place, have no apparent damage and are clean and dry, free of contaminants such as oil or grease and are not worn dangerously thin.
19. The tire has at least 4/32 (four-thirty second) of an inch of tread depth, there are no cuts, bulges or abrasions on either side.
20. The tire air pressure is between 100 and 110 pounds of pressure. The only proper way to check the pressure is with a truck tire gauge.
21. The valve stem and cap are secure and tight not damaged and I hear no audible leaks.
22. The rim is not cracked, bent and are no illegal welds.

23. The hub oil cap is in place, all bolts are secure, and it is not leaking.
24. The brake drum has no cracks, dents or holes.
25. The lug nuts are present, not cracked or broken, and I see no rust trails or silver threads indicating they have been loosened.
26. The mud flap is secure not cracked or broken.

Engine Compartment - Driver's Side

1. The breaker box on the firewall is mounted securely, has no apparent damage and there are no breakers missing.
2. The hoses and wiring against the firewall are secure not cracked, broken or frayed.
3. The radiator and fan are mounted securely and are not cracked, broken, leaking or missing any pieces.
4. The radiator reservoir shows between the add and full mark, and is not cracked, broken or leaking.
5. The upper and lower radiator hoses are secure, not cracked or broken and are not leaking.
6. The oil level is between the add and full mark, and is not cracked or leaking. Would you like me to check it.
7. The transmission fluid is at the proper level when it is at operating temperature and it is not leaking.
8. The power steering pump is mounted securely, there are not loose or missing bolts and it is gear driven.
9. The power steering fluid is between the add and full mark, and is not leaking.
10. The power steering hoses are secure, not cracked, broken or leaking.
11. The air compressor is mounted securely, I hear no audible leaks and it is gear driven.
12. The steering shaft is not bent or broken.
13. The gear box is secure to the bus, not cracked, broken or leaking.
14. Pitman arm and drag link are bolted on securely, and not cracked or broken. The castle nuts and cotter pins are present.
15. Everything I checked on the other side of the bus, I am checking on this side of the bus and it is all the same.
16. Close the hood and latch the hood latches.

Driver's Side of Bus

1. The windows are not cracked, broken or leaking.
2. There are no scratches, dents or apparent damage down this side of the bus.
3. All light lenses are secure to the bus, not cracked, broken or missing, and are proper color. Amber in front of the duals and Red behind.
4. All reflective tape and reflectors are the proper color, not cracked or peeling. Amber in front of duals and Red behind.
5. The State of Ohio sticker is up to date, not cracked or peeling.

6. The stop sign is secure to the vehicle, not cracked or broken and the wire is present, lights are not cracked or broken.
7. The battery door opens freely, the batteries are secure in the battery box, batteries are full and have no cracks, corrosion or leaks. Door closes securely.

Driver's Side Under the Bus (DEAF)

1. **(D)** The drive shaft is secured to the vehicle and not twisted, cracked or bent.
 - A. The hangers are in place, not cracked or broken.
2. **(E)** The exhaust is secure to the vehicle, has no holes or leaks and is not twisted or cracked. No black soot is showing which would indicate a leak.
 - A. The hangers are in place, not cracked or broken.
3. **(A)** The air tanks are secured to the vehicle not cracked or broken and I hear no audible leaks.
4. **(F)** The bus body is secure to the frame.

Back Driver's Side Tire

1. This bus is equipped with an air ride suspension system. The airbags are mounted securely in place, not cracked or broken and I hear no audible leaks.
2. The torque arm is secured to the axel and the frame and is not cracked or broken.
3. The leaf spring hangers (front and rear) are mounted on securely, to cracked or broken. The leaf springs have no cracks, breaks or missing pieces and they are not shifted, The U-bolts are mounted securely to the axel, the nuts are present and they are not cracked or broken.
4. The shock is mounted securely not missing an nuts or bolts and is not leaking.
5. The brake hose and ABS wire are secure, not frayed or broken and I hear no audible leaks.
6. The brake chamber is bolted and securely and I see no grease, oil or apparent damage. I see no cracks and I do not hear any audible leaks.
7. The slack adjuster and pushrod are at a 90 degree angle when the brakes are applied. They are not bent, broken, loose or missing any parts. The push rod should not move more than 1" with the brakes released when pulled by hand. The cotter pin is in place.
8. The brake linings are in place, have no apparent damage and are clean and dry, free of contaminants such as oil or grease, and are not worn dangerously thin.
9. These are bud wheels. They are evenly spaced, show even wear and there is no debris between the tires. The tires have at least 2/32 (two-thirty second) of an inch of tread depth and there are no cuts, bulges or abrasions on either side. They are not mismatched.
10. The tire air pressure is between 85 and 95 pounds. The only proper way to check the pressure is with a truck tire gauge. The valve stem and cap is tight, secure, not damaged and I hear no audible leaks.
11. The rim is not cracked, bent and there are no illegal welds.
12. The brake drum has no cracks, dents or holes.

13. The lug nuts are present, not cracked or broken and I see no rust trails or silver threads indicating they have loosened.
14. The hub axle seal is in place, all bolts are secure and it is not leaking.
15. The mud flap is secure and not cracked or broken.

Back of Bus

1. The windows are securely attached and are not cracked, broken and are not leaking. The rubber is secure.
2. The school bus sticker is secure to the bus, not faded or peeling.
3. All light lenses on rear of bus are not cracked, broken and are proper color.
4. Amber warning lights are not cracked or broken.
5. Red warning lights are not cracked or broken.
6. All reflective tape and reflectors are secure to vehicle, not cracked or peeling and are the proper color.
7. The emergency door opens freely and the buzzer sounds and the lights come on. The floor is clean. The rubber stripping is in place and is secure to the vehicle. The hinges are secure and straight. The door locks in place and releases correctly. The door closes securely.
8. I see no apparent damage to the back of the bus.

Door Side of Bus

1. The fuel door opens freely, the cap is on tight, the door closes securely.
2. The fuel tank and cage are mounted securely, not cracked, broken or leaking, and I see no fuel on the ground which would indicate a leak.
3. The DEF door opens freely, cap is tight, door closes securely. The DEF tank and cage are secure, and I see no fluid on the ground which would indicate a leak.
4. The Ohio State sticker is up to date, not faded or peeling.
5. The door opens freely, the windows on the door are secure to the vehicle and not cracked or broken. Rubber is secure, the rubber stripping is in place.
6. The tread on the steps is secure to vehicle not cracked or coming up.
7. The hand rails are secure, not cracked, broken or loose.
8. Sit down in seat - Blow horn and say horn works.
9. Try to turn your steering wheel left and right and state you have no more than 2 degrees of play, grab wheel at top and bottom rock wheel back and forth stating you have no more than 10 degrees of dead rise.
10. Take a minute to think of anything you may have missed.
11. Blow horn tell examiner you are finished with pre-trip.