

## ***BUS PRE TRIP 2023***

I am going to use the word Secure, which means all bolts are tight, not loose, missing or broken and cotter pins are in place. Will this be okay to use the word secure?

### **STEP 1 SAFE START**

- Make sure the parking brake is set.
- Bus in Neutral
- Foot on service brake
- No obstruction around the bus- check all mirrors
- Start engine make sure ABS light comes on and goes off
- Turn headlights on
- Make sure Air Pressure is building to **120**lbs of pressure and the governor kicks off.
- Listen for Engine noises
- Check Transmission- Run through the gears and listen for the reverse beepers.
- Service brake check- Pull forward and apply the service brake the bus should not pull to one side or the other.
- Parking brake check- Put bus into gear and press the accelerator the bus should not move.

**STEP 2 CDL AIR BRAKE TEST**  
**MUST BE IN EXACT ORDER OR AUTOMATIC FAILURE**

- With engine running let the air pressure build to the governed cut out air pressure (approx, 120-125 psi)
- Turn engine off, turn the key to the ON position( on buses with electronic gauges the key must be turned to on position, engine is stopped and not running)
- Chock the wheels if not on level ground
- Release the parking brake (push in the brake valve) Without a service brake application and after initial drop I must not have more than 2 lbs of pressure loss in a minute
- Apply the service brake and should not have no more than 3 lbs of pressure loss in 1 minute. Will you please time me.
- I am going to continue pumping/fanning my brakes and around 60 lbs of pressure. The warning light and buzzer should come on.( Point out when buzzard and warning light comes on)
- I am going to continue pumping/fanning my brakes and between 20-40 psi the parking brake should pop. ( Point out when the parking brake pops)
- This concludes my CDL brake test. I am going to do another safe start to rebuild air pressure.

### **STEP 3 SITTING IN DRIVER SEAT AFTER CDL AIR BRAKE TEST**

- When air pressure is built up turn off bus and turn key to right one click
- Make sure seat is adjusted for me
- Seat belt is adjusted for me and not frayed or damaged and that it fastens properly.
- Traffic monitoring devices (mirrors) are adjusted for me and are not cracked and cleaned.
- Student monitoring device (over head mirror) is adjusted for me and clean and not cracked
- Visor is clean and not cracked
- Windshield is cleaned and no cracks or broken and no illegal stickers

## **STEP 4 CHECK ALL GAUGES**

- Turn key to right one click
- Headlights on to check Instrument panel light is on
- Front & Rear air tanks are building pressure to 120-125 lbs
- Volt/Ammeter is charging battery @ 14
- Engine oil pressure is at or above 40
- Temperature gage is rising to 180
- Fuel gage has enough fuel for the trip
- Windshield wipers low, med, high working properly and squirter (fluid) is working
- High beams
- Low beams
- Hazards
- Left turn signal
- Right turn signal
- Steering wheel has no more than 2 inch play
- Horn works properly (beep the horn)
- Radio works properly
- Fans Low, Med, High and off
- Defrost Low, Med, High and off
- Heaters Low, Med, High and off
- Noise suppression works (have fan or heater on so you can hear it turn off when you use the noise suppression )
- Dome light driver and students on and off none broken or burnt out
- Ambers make sure yellow light blinking by the switch
- Reds open service door and check step well light is on and stop sign comes out and that red light is on by switch
- Emergency override red light is on by switch

- Open service door turn off bus and put keys in your pocket

### **STEP 5 WALK BACK TO BACK OF BUS**

- Check seat bottoms and back of seats, that they are secure and not loose or rips and damage. Would check ALL the seats the same.
- Open the rear door to make sure the latch and hinges are secure and working properly, buzzer and lights come on. Check the amber and red light.
- Check Hood Emergency exits hatches for buzzer and lights come on (only need to check one) and would check the other the same.
- Check Window Emergency window exit latches and opens and that the lights and buzzer come on (only need to demonstrate 1) would check all 4 in the same manner

### **STEP 6 EMERGENCY EQUIPMENT.**

- Fire extinguisher is secure, properly charged and in the green with cotter pin in place
- First aid kit has 24 sealed packages
- Body fluid kit full and present
- Red Box 3 reflected triangles and 6 thirty minute fusee
- In my glove box I have a flashlight, 3 medical assist card and extra circuit breakers and fuses

## **STEP 7 STEPS, HAND RAIL, TREADS AND DOOR WHEN EXITING THE BUS**

- Handrails are secure
- Step treads are not up turned or torn
- Door works properly and is secured and seal is not leaking torn or ripped
- Proper State seal with proper school year

## **STEP 8 STANDING IN FRONT OF THE BUS**

- I am checking for D O L L L

D= Damage, dents, scratches or vandalism on front, sides and rear of the bus

O= Obstructions and No Hazards around and behind the bus or Wheels

L= Leaning which indicates suspension or tire problem

L= Leaks of oil, coolant or fuel

L= Lights none cracked, broken or missing

Check all the Reflective tape and Reflectors are correctly placed on the front, sides and back of the bus.

## **STEP 9 UNDER HOOD DRIVER SIDE**

- Hood latches and hinges work properly and secure
- Hood is good condition
- I would check for No Moisture on the engine
- Wires are not frayed, cracked and are secure. I would check ALL the wires the same way.
- Air compressor is belt driven and is secure and has no leaks
- Power steering pump is belt driven and secure, hoses are secure and no leaks
- Power steering reservoir is between add and full line and add if needed
- Drive shaft is secure and u-joints are not loose
- Gear box is secure and no leaks
- Pitman are is secure, not worn or cracked cotter pin in place
- Drag link is secure and cotter pin in place
- Steering control arms upper and lower are secure and cotter pin in place
- Tie rod is secure and no cracks
- Spring mounts are secure and not cracked or broken
- Leaf Springs are not broken, shifted and are secure
- U bolts are secure and not damaged or broken
- Shock mounts are secure and not cracked
- Shock are secure and not leaking

## **STEP 10 FRONT BRAKES**

- Brake lines, hoses and ABS line are secure and no leaks
- Brake Chamber & Clamp is secure and clamp is in place
- Slack adjuster and push rod, I would check with wheels chocked if not on level ground and parking brake released and there should not be more than 1 inch movement back and forth
- Brake drum is not cracked, broken and no dents or holes
- Brake Lining, would check with a flashlight from the inside to make sure it is not work dangerously thin and no **contaminates**

## **STEP 11 FRONT TIRES**

- I would check the tires for bulges, cracks or damages on both sides
- I would check the tires tread is worn evenly and no less than 4/32 tread depth
- Rims for dents, cracks or illegal welds
- Lug nuts that they are secure and there is no rust trail to indicate loose nuts
- Hub Oil seal and oil level are secure and no leaks and oil level is at the line
- Valve Stem that the cap is secure, not bent, cracked and no leaks
- Tire pressure would check with a tire pressure gauge and make sure there is 100 lbs of pressure
- Splash guard is secure and no tears
- I would check the tires and brakes on the other side the same way

## **STEP 12 UNDER HOOD ON PASSENGER, DOOR SIDE**

- Coolant level is between add and full line and would add if needed.
- Oil level is between the add and full line and would add if needed
- Transmission fluid I would check once a week with the bus running and wheels chocked if not on level ground. Make sure it is between the add and full line
- Alternator is secure and is belt driven, all wires are secured not cracked or frayed
- Water pump is belt driven and hoses are secure and no leaks
- Belt is secure, not frayed and no more than ½ inch movement and not loose when pressed which would cause the belt to slip
- Windshield washer fluid is full
- This completes the under the hood inspection
- Close hood
- Latch hood on passenger, Door side
- Check all 4 Traffic monitoring devices (mirrors) not broken or missing and are secure
- Crossing bar is secure not broken or missing
- Rubber boot is not torn and cotter pin in place
- Latch hood on driver side

### **STEP 13 OUTSIDE DRIVER SIDE OF BUS**

- Check battery box door opens and is secure
- Cables are secure and no corrosion
- Stop sign is secure rubber boot not torn and cotter pin in place, lights are not broken, cracked or missing
- Windows are secured, clean and no damage
- Reflectors two yellow in front of duals and red behind
- Reflector tape not torn or missing
- Lights not broken, cracked or missing

### **STEP 14 UNDER BUS DRIVER SIDE**

- Air tank and lines are secure and no leaks
- Floor no holes
- Cross members are secure none bent or cracked
- Frame not bent or cracked
- Drive shaft is secure not bent or damaged, Universal joints are secure
- Hangers are secure and not bent
- Exhaust system is not bent and is secure no soot which would indicate a leak or holes and brackets are secure

## STEP 15 REAR BRAKES

- Spring mounts are secure not broken
- Leaf springs are secure not broken or missing
- U bolts are secure and not broken
- Brake lines, hoses and ABS line are secure and no leaks
- Brake Chamber & Clamp is secure and clamp is in place
- Slack adjuster and push rod, I would check with wheels chocked if not on level ground and parking brake released and there should not be more than 1 inch movement back and forth
- Brake drum is not cracked, broken and no dents or holes
- Brake Lining, would check with a flashlight from the inside to make sure it is not work dangerously thin and no
- **contaminates**

## **STEP 17 REAR OF BUS**

- Check all lights are secure and no damage or missing
- Reflector tape is in place and none missing
- Proper Reflectors in place
- Exit door opens and light and buzzer comes on
- Latch is secure and properly opens and closes
- Floor is clean, no loose items, no lifting in floor
- Seal around door is secure and no rips

## **STEP 18 DOOR SIDE OF BUS**

- Fuel door is secure and latches work properly
- Fuel cap is secure
- No foreign objects like bombs
- Fuel lines, hoses are secure and no leaks
- Fuel cage is secure and no cracks or leaks
- Fuel tank is secure and no leaks
- Air bags are secure and no leaks
- Torsion rod are secure and not bent
- Shock and mounts are secure and not broken
- Clearance lights and turn signal are secure and none cracked or missing
- Window clean none cracked or missing
- Reflector tape is present and not missing
- Reflectors two amber in front of duals and on red behind
- State seal for proper school year

## **STEP 19 OUTSIDE LIGHT CHECK**

- I will need you to help me check all of my lights outside of the bus front, rear and sides. If you could please go to the front of my bus first.
- Make sure key is turned one click to right,
- Turn Head lights on
- Clearance lights front and both sides of bus
- Amber Lights
- Open your door for Reds and Stop sign and crossing gate then shut door
- Headlights Low beam
- High beam
- 4 ways front, right and left side of bus
- Right turn signal front and side of bus
- Left turn signal front and side of bus

## **STEP 20 REAR LIGHT CHECK**

- Strobe light
- Clearance lights
- 4 ways/hazards
- Left turn signal
- Right turn signal
- Amber
- Open door for Reds to com on Close door
- Back up lights and beeper put into reverse
- Tail light
- Brake lights