

# BUS INSPECTION CHECKLIST

Driver Name: \_\_\_\_\_ Bus # \_\_\_\_\_ Week of \_\_\_\_\_ To \_\_\_\_\_

<b>A.M. AND MIDDAY INSPECTION CHECKLIST</b>	M	T	W	TH	F
<b>Preliminary:</b> Check for leaks (oil, coolant, etc) and vandalism.					
<b>Check Emergency Equipment:</b> Available and operable (fire extinguisher, first aid kit, body fluid precautions kit, reflectors).					
<b>Start Bus:</b> Warm 5 minutes, not to exceed 1,000 RPM (stay with bus).					
<b>Check All Gauges:</b> Amp, volt, oil pressure, fuel-no less than ½ tank.					
<b>Check Driver Compartment:</b> Steering, horn(s), lighting indicator, mirrors (clean and adjusted), windshield wipers, heaters, defrosters, dome lights.					
<b>Check Interior:</b> Amber student safety lights, emergency exits (door, windows, escape hatches), buzzer sounds and exit opens, check seats (cushions, backs, belts), floor, door operation.					
<b>Exterior Walk Around:</b> check all lights, head, tail, clearance, hazard, turn signals, red safety lights, brake lights, stop arm, fuel tank, look under bus body, lug nuts (turn by hand).					
<b>P.M. INSPECTION CHECKLIST</b>	M	T	W	TH	F
<b>Preliminary:</b> Check for leaks (oil, coolant, etc.) and vandalism.					
<b>Stretching Warm-Ups:</b> See handout.					
<b>DO NOT CRAWL UNDER OR ON THE BUS</b>					
<b>Check Engine Compartment/Front Wheels, Brakes, Suspension:</b> <u>Engine Compartment:</u> Check belts (water pump, alternator, fluid leaks, wiring, hoses). <u>Front Suspension:</u> Steering box and linkage, front suspension (springs, mounts, and shocks). <u>Front Wheels:</u> Front wheels (rim, tire, lug nuts (turn by hand), hub oil seal). <u>Front Brakes:</u> Front brakes, hoses, drums/rotors.					
<b>Check Emergency Equipment:</b> Available and operable (fire extinguisher, first aid kit, body fluid precaution kit, reflectors).					
<b>Check All Gauges:</b> Start engine: at idling speed check amp, volt, oil pressure, fuel-no less than ½ tank.					
<b>Check Driver Compartment:</b> Steering, horn(s), indicator lights, mirrors (clean and adjusted), windshield, wipers, heaters, defrosters, dome lights.					
<b>Check Interior:</b> Amber student safety lights, emergency exits (door, windows, escape hatches), buzzer sounds and opens. Check seats (cushions, backs, belts), floor, passenger entry area, grab handle, stepwell.					
<b>Exterior Walk Around:</b> <u>Check all lights:</u> Headlights (high and low), fog, tail, clearance, hazard, turn signals, red student safety lights, brake lights (get help), backup lights/alarm (get help), stop arm, reflectors. <u>Driver/Fuel Area:</u> Door, mirrors, fuel tank, leaks. <u>Rear Wheels:</u> Rims, tires, axle seals, lug nuts (turn by hand), and mud flaps. <u>Rear Suspension:</u> Springs, spring mount, shocks. <u>Rear Brakes:</u> Brakes, brake chamber (if equipped), hoses, drums/rotors. <u>Other Items:</u> Lettering, numbers, paint, bumpers, tow hooks, exhaust system, drive line, frame, emergency door from outside, storage compartments, battery compartment.					
<b>Check Parking and Service Brake:</b> * Release parking brake, while holding service brake down (if manual transmission let out clutch). Vehicle should remain stationary. * Release service pedal, while vehicle moves forward apply service pedal firmly. Make sure brakes operate correctly and stops the bus without mushiness or unusual delay.					
<b>Check Hydraulic Disc Brakes:</b> Pull forward, apply brakes and hold. Check for firmness. * Any brake malfunctions should be reported to shop before leaving the lot.					
<b>POST TRIP INSPECTION</b>	M	T	W	TH	F
<b>Clean:</b> Sweep bus, squeegee windshield, rear windows, door windows, driver windows.					
<b>Walkthrough:</b> visual check of every seat, above & below, including aisles, for passengers and/or student items left behind.					
<b>Repairs:</b> Fill out mechanical repair report form for repairs to the bus.					