

Appendix C: Vehicle Inspection Memory Aid

ALL VEHICLES			
Engine Compartment	Cab Check/Engine Start		Lights/Reflectors
leaks/hoses/all belts oil level coolant level power steering fluid water pump/fan alternator air compressor	oil /gearshift oil pressure gauge temperature gauge ammeter /voltage meter mirrors, windshield emer equip (f-e-t) (fa-fi) steering play	wipers/washers lighting indicators horn heater/defroster park/hydraulic brake ck air brake ck (loss/warn/low p) safety bell	clearance/ height head tail turns 4-ways (amb-red-arm) brakes reflectors
SCHOOL BUS/TRUCK/TRACTOR		TRAILER	COACH/TRANSIT BUS
Steering steering box/hoses steering linkage	*Rear Suspension spring/ air /torque shocks mounts	Trailer Front air/electric connections header board	Passenger Items passenger entry/lifts emergency exits seating
Front Suspension springs/ air mounts shock	*rear brakes slack adjusters hoses hoses/lines discs /drums/linings	Side of Trailer landing gear doors, ties, lift frame tandem release arm (locking pins)	Entry/Exit doors/mirrors
Front Brake slack adjuster chamber hose /line disc/ drums /linings	*rear wheels rims tires Axle seals lug nuts spacers ing	*Wheels rims tires axle seals lug nuts spacers	Front Suspension level/air leaks
Front Wheel rim tire hub oil seal lug nuts	rear of vehicle splash guards doors, hoses	*Suspension springs/air/torque mounts shocks	Front Wheel rim tires hub oil seal lug nuts
Side of Vehicle Door, mirror, stop arm Area Fuel tank Battery/box Drive shaft Exhaust system Frame	Tractor/Coupling air/electric lines catwalk	*Brakes slack adjusters chambers hoses/lines discs/drums/linings	Side of Vehicle fuel tank compartments battery/box
School Other Bus Passenger entry/lifts D-S-R Emergency exits Seating	Coupling mounting bolts Locking jaws kingpin/apron/gap platform release arm sliding 5 th wheel (locking pins)	Rear of Trailer doors, ties, lift splash guards	*Rear Wheels rims tires axle seals lug nuts spacers
			*Rear Suspension level/air leaks

*If there is more than one axle, you must inspect each one.

BUS PRE- TRIP

FRONT OF BUS

Clearance Lights and Reflectors	Secure, clean not cracked or broken.
All Mirrors	Secure, clean not cracked or broken.
Windshield	Secure, clean not cracked or broken.
Headlights Marker lights and Reflectors	Secure, clean not cracked or broken.
Under Front of Bus	No puddles or dripping to indicate leaks. Not leaning to one side or the other.

ENGINE PASSENGER SIDE

Coolant reservoir	Secure, not leaking and filled to the proper level.
Radiator	Securely mounted not cracked bent or broken not leaking.
All Hoses	Secure, not cut or frayed, not leaking.
Alternator	No missing nuts or bolts, not cracked bent or broken, all wires properly attached not cut or frayed.
All Belts	Secure, not cut or frayed no more than ½ to ¾ inch of play.
Fan	Secure, not cracked bent or broken. *No missing or broken blades.

Oil

Dipstick secure not cracked bent or broken should be between add and full. If it needed oil (point to fill tube) would add here it is not leaking.

Automatic transmission

Dipstick would check the transmission here.

Water Pump

Securely mounted no missing nuts or bolts not cracked bent or broken not leaking Gear/Belt driven.

ENGINE/DRIVER SIDE

Power Steering Reservoir

Secure, not leaking and filled to the proper level.

Power Steering Pump

Securely mounted no missing nuts or bolts. Not cracked bent or broken. Not leaking, Gear/Belt driven.

Steering Gear Box Hose

Secure, not cut or frayed. Not leaking.

Steering Gear Box

Securely mounted no missing nuts or bolts. Not cracked bent or broken. Not leaking

Steering Column

Secure, not cracked bent or broken. U joints properly lubricated.

Steering Linkage

Pitman Arm Drag Link Steering Knuckle Castle nuts cotter pins, secure not cracked bent or broken. No missing or loose parts properly lubricated.

SUSPENSION

Springs

Securely attached. Not cracked bent or broken. None missing or misaligned.

Spring Mounts (F, R)

Securely mounted no missing nuts or bolts. Not cracked bent or broken.

U Bolts

Securely mounted no missing nuts. Not cracked bent or broken.

Shock Absorbers

Secure at top and bottom. Not cracked bent or broken not leaking.

BRAKES

Brake Hose

Secure on both ends. Not cut or frayed. Not leaking.

~~Brake Chamber~~

Securely mounted no missing nuts or bolts. Not cracked bent or broken. Not leaking.

~~Slack Adjuster and Pushrod~~

Secure no missing clevis pins or cotter pins. Not cracked bent or broken. No more than 1" of play with the brakes released.

Brake Drums / *DISC - FRONT*
REAR

Secure not cracked bent or broken. No heat cracks.

Brake linings

Secure not cracked bent or broken. No less than 1/4" pad no excessive dirt oil or grease (DOG).

WHEELS/RIMS TIRES

Depth	Minimum 4/32" tread in all major grooves.
Inflation	Properly inflated, checked with a tire pressure gauge or mallet.
Condition (ABC)	No Abrasions, Bulges or Cuts, no caped, regrooved or miss matched tires.
Rims	Secure not cracked bent or broken <u>NO</u>
Lug Nuts	Secure not cracked bent or broken. No rust streaks to indicate looseness. NONE
Hub Oil Seal	Secure not cracked bent or broken. Filled to the proper level not leaking.

SIDE OF BUS

Mirrors	Securely attached. Clean, not cracked bent or broken.
All lights and reflectors	Securely attached. Clean, not cracked bent or broken.
Battery Box/Batteries	Secure properly latched. Batteries are upright. No corrosion to indicate leakage. Cables properly attached not cut or frayed.

UNDERSIDE OF BUS

Frame	Secure not cracked bent or broken. No missing nuts or bolts.
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Exhaust system

Secure not cracked bent or broken. No soot to indicate leaks. All clamps and hangers in place.

Drive Shaft

Secure not cracked bent or broken. U joints properly lubricated.

REAR SUSPENSION

Springs

Secure not cracked bent or broken. None missing or misaligned.

Spring Mounts (F, R)

Securely mounted, no missing nuts or bolts. Not cracked bent or broken.

U Bolts

Securely mounted, no missing nuts. Not cracked bent or broken.

Torque Arm

Securely attached. Not cracked bent or broken.

Shock Absorbers

Secure at top and bottom. Not cracked bent or broken, not leaking.

~~Air Bags (if equipped)~~

Secure not cut or frayed not leaking.

BRAKES

Brake Hose

Secure on both ends. Not cut or frayed not leaking.

Brake Chamber

Securely mounted, no missing nuts or bolts. Not cracked bent or broken, not leaking.

Slack Adjuster and Pushrod	Secure, no missing clevis pins or cotter pins. Not cracked bent or broken. No more than 1" of play with the brakes released.
Brake Drums	Secure not cracked bent or broken. No heat cracks.
Brake linings	Secure, not cracked bent or broken. No less than ¼" pad. No excessive dirt oil or grease. (DOG)
<u>WHEELS/RIMS TIRES</u>	
Inflation	Properly inflated. Checked with a tire pressure gauge or mallet.
Condition (ABC)	No <u>A</u> brasions, <u>B</u> ulges or <u>C</u> uts.
Rims	Secure not cracked bent or broken. NO ILLEGAL WELDS.
Spacer (Duals)	Spacer is not cracked, bent, broken or rusted through. No debris. On: Rims properly butted together. No debris between the wheels.
Lug Nuts	Secure not cracked bent or broken. No rust streaks to indicate looseness. NONE MISSING.
Axel Seal	Secure not cracked bent or broken. Not leaking.

Splash Guard

Securely mounted not cut or frayed.
Proper height.

REAR OF BUS

Lights and Reflectors (All)

Clearance, marker, tail, stop, turn signals
secure. Clean not cracked or broken.

Windows

Secure, clean not cracked or broken

Doors

Secure, not cracked or broken. Opens
and closes properly (demonstrate).
Hinges secure not broken. All weather-
stripping in place, not cut or frayed.
working properly.

Door ties

Secure not cut or frayed.

RIGHT SIDE OF BUS

Fuel Tank

Secure not cracked bent or broken. Not
leaking. Mounting straps and/or cage
securely attached. Cap tight and not
leaking Fuel door closed/latched.

Luggage/Storage doors
(if equipped)

Closed/latched and secure not broken.

Entry Door Area

Secure, all glass clean not cracked or
broken. All weather stripping in place not
cut or frayed. Door opens and closes
freely (demonstrate). Step tread not
excessively worn or torn. Handrail
secure. Entry light working (may have to
turn key and/or lights on).

Safety Equipment

1. Fire Extinguisher Fully charged in date minimum 10 BC extinguisher properly secured.
2. Three Red Reflective triangles
3. Three Red-burning flares (fusees)
4. Spare electrical fuses if vehicle is not equipped with circuit breakers
5. Nine item first aid kit
6. Body fluids cleanup kit

PASSENGER AREA

Floor/aisle

Free of debris not excessively worn or torn.

Windows

Secure, clean not cracked or broken.

Seats

Secure to floor. No frame damage/loose or broken parts. Cushions secure to seat.

Emergency Exits

Demonstrate that at least one emergency exit opens and closes properly, and that the exit-warning device and exit lights work. Point out and describe how all emergency exits operate. (May need key and/or lights on).

DRIVERS AREA

Seat Belt

Secure not cut or frayed properly latches (demonstrate).

Mirrors

Check all mirrors interior exterior for proper adjustment for driver.

Safe Start:

Transmission
 Parking Brake
 All Electrical Switches
 Throttle Lock

In neutral or Park.
 Set.
 Turned off.
 Off/released.

Start Engine

Check All Gauges

1. Oil
2. Engine Temperature
3. Amp/ volt meter
4. Air Pressure

Rises immediately to normal 20/80 P
 Rises slowly to normal 160-190 degn
 Normal ranges
 120 to 125 PSI before moving the bus

Indicator Lights

Right turn, left turn, 4ways, and high beam.

Horns

Working

Steering Wheel

No more than 10 degrees of play with engine running.

Electrical Board

Check all heater defroster fans, wiper high and low washers. Any passenger dome lights Exit markers.

Brake Checks

1. Parking Brake

Put bus in gear pull against brake.

2. Service Brake

Release parking brake, roll about 5MP
 apply service brakes. Should not pull or righ no vibration or noise.

3. Mandatory (3 point brake check)

(112)

SET-UP

- A. Turn off engine
- B. Turn key on
- C. Release parking brake (push button in)

CHECKS

A. Loss

Hold brake pedal down for one minute, should not lose no more than 3 p.s.i.

B. Low Air Warning

Pump brake pedal, warning should activate

~~C. Pop-Out Test~~

Continue pumping brake pedal, button should pop-out between 40-20 p.s.i. (meaning the emergency brakes have activated.)

External Light Checks

Michigan--- Driver must check all 4 sides of vehicle. (Ask examiner to check the brake lights.)

~~Ohio--- Ask examiner to check all outside lights. Be specific on which ones you want him to check.~~

Lights and left signal

Rights and brights

4-ways and brake lights

Clearance and tail lights (Amber on front, top, and sides Red at the rear.)