

School Bus Pre-Trip Inspection Test

External Checks

School bus is parked with engine on, transmission in neutral, and parking brake set and chocks in place.

External Checks	
1. Turn on low beam head lights, 4-way flashers, amber loading/unloading lights and exit the bus.	Red loading/unloading lights and stop arm will come on when you open door to exit.
2. Go to front corner of bus and begin your walk-around inspection.	Work your way counter-clockwise around the bus.
a. Right front head light and turn signal assembly	Head light should be on and turn signal flashing. No cracked lens and lens shall be clean.
b. Right front crossover mirror	Check for security. Brackett should not be loose or wobble and all fittings are tight.
3. Left Front Crossover Mirror	Check for security. Brackett should not be loose or wobble and all fittings are tight.
4. Left Front Headlight/Turn signal	Head light should be on and turn signal flashing. No cracked lens and lens shall be clean.
5. Front Clearance lights	Should be 3 amber light s at front top and ambers at each corner.
6. Left Front Tire	Tire depth shall be minimum of 4/32" (2/16"). Tire pressure shall be as indicated on data plate or on tire. Tire should have no bugles or cuts and tread should be evenly worn.
a. Wheel Rim	Wheel rim cannot be damaged or bends. Rim cannot have weld repairs.

b. Hub Oil Seals/Axle Seals	There should be no leaks from the seals.
c. Lug nuts	Check that all are present and do not show signs of being loose such as shiny threads or rust trails. Lug nuts should not be cracked or distorted.
Tell examiner that you checked the springs, steering linkage, shock absorbers, mounts, brake chambers, slack adjusters, brake liners, and brake drum when the hood was open.	
7. Driver Mirror Assembly	Check for secure mounting, no missing hardware or loos nuts or bolts. Mirror glass shall not be cracked or missing.
8. Amber side reflector/ turn signal	Check for secure mounting and proper operation. Reflector and light should be clean.
9. Battery Compartment	Ensure that battery tray safety pins are in place and there are no loose connection/cables. Ensure door operates smoothly and closes securely.
10. Electrical Panel Access Door	Ensure door operates smoothly. Point out electrical fuse boxes and tell examiner that the bus is not equipped with spare fuses.
11. Drive Shaft	Look under the bus and check that drive shaft is not bent or hanging loose and is fastened to couplers at both ends. Check that U-shaped bracket is present to catch driveshaft if it were to come loose.
12. Exhaust system	Look under the bus and check for signs of damage and/or leaks. Exhaust pipes should be connected and mounted securely.

13. Frame	Look under the bus and check for signs of cracks, broken welds, holes or other signs of damage to the frame or any cross members.
14. Left Rear Tires	Tire depth shall be minimum of 2/32" (1/16"). Tire pressure shall be as indicated on data plate or on tire. Tires should have no bugles or cuts and tread should be evenly worn.
a. Wheel Rims	Wheel rims cannot be damaged or bent. Rims cannot have weld repairs.
b. Hub Oil Seals/Axle Seals	There should be no leaks from the seals.
c. Lug nuts	Check that all are present and do not show signs of being loose such as shiny threads or rust trails. Lug nuts should not be cracked or distorted.
d. Spacers	Check the dual tires are not rubbing and tires are evenly separated.
15. Rear suspension	Check for damaged, cracked, or broken leaf springs.
16. Left Rear Suspension - Mounts	Check for cracked or broken spring hangers, U-bolts, bushings, missing bolts or nuts.
17. Left Rear Suspension – Shock Absorbers	Check for leaks and ensure they are secure
18. Left Rear Brakes – Slack Adjustors & Pushrods.	Tell Examiner that slack adjustors are automatic and you are checking for broken, loose or missing parts.
19. Left Rear Brakes – Brake Chambers	Check for leaks, cracks, dents or other signs of damage and they are securely mounted.
20. Left Rear brakes – Hoses/Lines	Check for cracked, worn, or leaking hoses and couplings.

<p>21. Left Rear Brakes – Drum/lining</p>	<p>Check for cracks, dents, holes, loose or missing parts. Look for contaminants such as grease or oil or other debris. Tell Examiner that brake linings are not visible.</p>
<p>22. Clearance Lights/ Rear side Reflector/Reflector Tape</p>	<p>Check clearance light as you work your way rearward. They should be amber and securely mounted. Reflector at right rear lower side of bus should be red. All should be clean. Reflector tape around emergency exits should be in good clean condition and emergency widow exits shall not be blocked.</p>
<p>23. Rear of Bus</p>	<p>Look under bus to check for secure mounting of rear suspension parts and exhaust system.</p>
<p>24. Lights/Reflectors/Reflector Tape</p>	<p>Check Reflector tape for good condition and cleanliness. All lights and reflectors will be securely mounted and clean.</p>
<p>a. Tail Lights</p>	<p>Check for proper operation. Tell Examiner that you would use a Spotter to check Back up Lights, Stop Lights, and Turn signals.</p>
<p>b. Four way Flashers</p>	
<p>c. Rear Clearance Lights (Red)</p>	
<p>d. Stop Lights</p>	
<p>e. Back Up Lights</p>	
<p>f. Turn Signals</p>	
<p>25. Emergency Exit Door</p>	<p>Check for proper operation and alarm. Ensure door closes securely.</p>
<p>26. Mud Flaps</p>	<p>If bus has them they must be securely mounted and not damaged.</p>

27. Reflectors/ Clearance Lights/ Reflector Tape – Right Side	As you work your way up the right side towards the front check for Red Reflector and clearance light at rear corner and Amber clearance lights and reflectors mid-way and at front of body.
28. Right Rear Tires	Tire depth shall be minimum of 2/32” (1/16”). Tire pressure shall be as indicated on data plate or on tire. Tires should have no bugles or cuts and tread should be evenly worn.
a. Wheel Rims	Wheel rims cannot be damaged or bent. Rims cannot have weld repairs.
b. Hub Oil Seals/Axle Seals	There should be no leaks from the seals.
c. Lug nuts	Check that all are present and do not show signs of being loose such as shiny threads or rust trails. Lug nuts should not be cracked or distorted.
d. Spacers	Check the dual tires are not rubbing and tires are evenly separated.
29. Right Rear suspension	Check for damaged, cracked, or broken leaf springs.
30. Right Rear Suspension - Mounts	Check for cracked or broken spring hangers, U-bolts, bushings, missing bolts or nuts.
31. Right Rear Suspension – Shock Absorbers	Check for leaks and ensure they are secure
32. Right Rear Brakes – Slack Adjustors & Pushrods.	Tell Examiner that slack adjustors are automatic and you are checking for broken, loose or missing parts.
33. Right Rear Brakes – Brake Chambers	Check for leaks, cracks, dents or other signs of damage and they are securely mounted.

34. Right Rear brakes – Hoses/Lines	Check for cracked, worn, or leaking hoses and couplings.
35. Right Rear Brakes – Drum/lining	Check for cracks, dents, holes, loose or missing parts. Look for contaminants such as grease or oil or other debris. Tell Examiner that brake linings are not visible.
36. Fuel Tank/ Filler Door	Check that fuel tank cap is secure and there are no leaks. Fuel filler door shall close securely.
37. Passenger Mirror Assembly	Check for secure mounting, no missing hardware or loose nuts or bolts. Mirror glass shall not be cracked or missing.
38. Right Front Tire	Tire depth shall be minimum of 4/32” (2/16”). Tire pressure shall be as indicated on data plate or on tire. Tire should have no bugles or cuts and tread should be evenly worn.
a. Wheel Rim	Wheel rim cannot be damaged or bends. Rim cannot have weld repairs.
b. Hub Oil Seals/Axle Seals	There should be no leaks from the seals.
c. Lug nuts	Check that all are present and do not show signs of being loose such as shiny threads or rust trails. Lug nuts should not be cracked or distorted.
Tell examiner that you checked the springs, steering linkage, shock absorbers, mounts, brake chambers, slack adjusters, brake liners, and brake drum when the hood was open.	
<u>This completes the Walk-Around Inspection.</u> Tell the examiner that you are proceeding to the cab to perform the Parking Brake Test and Service Break Test. Pick up chocks as you enter the bus.	

39. Sit down and fasten Seat belt. Turn off loading/unloading lights. Close entry door. Ensure Parking Brake is engaged (pulled out) and transmission is in neutral.	
40. Parking brake test	With parking brake engaged, place transmission in Drive. Rev engine to 1200-1500 RPM. Bus should not move.
41. Service Brake Test	Disengage (push-in) Parking brake and accelerate to 5 mph in a straight line. Step on Service (foot) brake pedal to stop bus. Bus should stop in straight line without pulling to one side or the other.
39. Place bus in Neutral and set parking brake. Turn off engine and DISARM No Child Left Behind System. Then tell examiner Pre-Trip Inspection complete.	