

## Pre-Trip Inspection

1. Take driving position in driver's seat, check to be sure parking brake is set and transmission is in neutral.
2. Start engine.
  - a. No longer than 10 seconds at one time. If bus will not start, wait a few seconds and try again.
  - b. Watch gauges—particularly oil gauge; must raise within 10 seconds.
  - c. If all gauges do not show normal after 10 seconds, shut off motor and report to mechanic.
3. Check brakes. Build air to maximum pressure (115-120 lbs).
  - a. Shut off engine.
  - b. Depress brake pedal and release park (hand) brake.
  - c. Hold pedal down for one minute listening for air leaks.
  - d. Pressure should drop no more than 10 lbs. on initial application, or 3 lbs. while holding.
  - e. Engage park (hand) brake.
  - f. Turn ignition (key) to "on" position - do not start engine.
  - g. Pump brake pedal (or use button) until low air warning buzzer and light activate.
  - h. Start engine - continue pre-trip inspection.
  - i. If brake system fails this test, notify mechanic at once.
4. Adjust hand throttle for proper warmup: RPM's should be at 1000.
5. Check the following for proper operation or adjustments:
  - a. Heaters.
  - b. Defrosters and fans.
  - c. Windshield washer and wipers.
  - d. Dome lights.
  - e. Mirrors.
  - f. Horn(s).
  - g. Steering wheel play.
  - h. Driver's seat and seat belt.
  - i. Panel and console lights.
6. Turn on amber loading lights and hazard lights, check for proper operation in front. (If you cannot see amber loading lights by looking up and out the front window, you may have to stand down in the stairwell and look up and out of the window).

7. Walk to back of bus, checking seat frame anchorage and upholstery. Check seat cushion retention by lifting at rear of cushion.
8. Open emergency door with your weakest hand and check for proper operation, buzzer and interior markings.
9. Check proper operation of rear amber loading lights and hazard lights by extending upper portion of body out the back emergency door, looking up to right and then lift. Close door and fasten latch.
10. Walk to front of bus checking the side swingout emergency windows for proper operation, buzzers and interior marking (if bus is so equipped). Prepare for first walk around as follows:
  - a. Turn on headlight (high beam) and check indicator proper operation. Turn on clearance lights, left signal and check indicator for proper operation. (Turn on fog lights, if bus is so equipped).
  - b. Open door and check for proper operation, check stairwell light for proper operation, check handrail so it is not loose, also check rubber casting on entrance door.
  - c. Go outside and check the following for proper operation or adjustment:
    - (1) Right side mirror, bracket and clean if dirty.
    - (2) Right fender step (up).
    - (3) Right hood latch.
    - (4) Right front tire-lumps, bumps, bulges, wheel, lugnuts, mudflap.
    - (5) Right fender mirror and bracket and clean if dirty.
    - (6) Check for any body damage as you go around the bus.
  - d. Go to the front of bus and check the following for proper operation or adjustment:
    - (1) Headlights (bright and clean, if dirty).
    - (2) Front red loading lights.
    - (3) Front clearance and cluster lights.
    - (4) Left front turn signal.
    - (5) Fog lights (if so equipped, and clean if dirty).
    - (6) Look under front of bus for oil and water leaks.
  - e. Go to left side of bus and check the following for proper operation or adjustments:
    - (1) Left fender mirrors and brackets. Clean if dirty.
    - (2) Left front tire-lumps, bumps, bulges, wheel, lugnuts, mudflap.
    - (3) Left hood latch.
    - (4) Left fender step (up).
    - (5) Left side mirror and bracket (clean if dirty).
    - (6) Left side turn signal.
    - (7) Left side reflectors.
    - (8) Left side clearance lights.
    - (9) Cargo bay doors (if so equipped).
    - (10) Fuel cap (if so equipped).

- (11) Left rear duals–lumps, bumps, bulges, lugnuts, axle bolts, mudflap. Check inflation with hammer or other tool.
  - (12) Left side emergency exit markings (if so equipped).
- f. Go to rear of bus and check the following for proper operation:
- (1) Tail lights.
  - (2) Left rear turn signal.
  - (3) Rear red loading lights.
  - (4) Rear clearance and cluster lights.
  - (5) Rear reflectors.
  - (6) Open emergency door–buzzer, exterior markings - weather stripping.
  - (7) Tailpipe--for security.
  - (8) Look under back of bus for loose exhaust pipes and exhaust leaks.
- g. Go to right side of bus and check the following for proper operation:
- (1) Right side clearance lights.
  - (2) Right side reflectors.
  - (3) Right side duals–lumps, bumps, bulges, lugnuts, check inflation with hammer or other tool, axle bolts, mudflap.
  - (4) Fuel cap.
  - (5) Cargo bay doors ( if so equipped).
- h. Go inside and prepare as follows for second walk-around:
- (1) Cancel red loading lights.
  - (2) Cancel left turn signal, turn on right signal and check indicator.
  - (3) Turn headlights to dim.
  - (4) Check gauges.
  - (5) Turn off fog lights (if so equipped).
- i. Go to right side of bus and check following for proper operation:
- (1) Right side turn signal.
- j. Go to rear of bus and check the following for proper operation:
- (1) Right rear turn signal
- k. Walk around left side to front of bus, check the following for proper operation:
- (1) Right front turn signal.
  - (2) Headlights (dim).

- l. Go back inside the bus and check the following:
  - (1) Gauges.
  - (2) Safety equipment:
    - (a) Fire extinguisher:
      - (i) Nozzle (metal, not plastic).
      - (ii) Pin.
      - (iii) Test tag.
      - (iv) Safety clamp.
      - (v) Shake extinguisher upside down on Monday mornings.
      - (vi) Pressure gauge-charged (never over or undercharged).
    - (b) First Aid Kit: check that seal is not broken or tampered with.
    - (c) Reflector Kit:
      - (i) Three triangular reflectors.
    - (d) Chains—one set.
    - (e) Spare tire, jack, wrench (if so equipped).
  - (3) Continue warmup.
- m. Get help or use convex mirrors in yard to check the following for proper operation:
  - (1) Brake lights.
  - (2) Backup lights.
- n. Provide help when requested to other drivers when asked to assist them in #10.m.
- o. Before leaving yard, check hand brake, in gear, accelerate to 1000 RPM's.
- p. Notify mechanics of any improper operation or missing items.