

# School Bus Pre/Post-trip Check List

(for training purposes only) Jan 07

## General Appearance

(Leaks, leaning & damage)  
Coolant level, radiator shutter position  
Door movement, steps, hand rails  
Review & if needed, sign previous driver=s report  
of inspection  
Check mileage for next service  
Fire extinguisher, (check pressure)  
Triangle reflectors/fuses  
First aid and body fluid kits  
Registration and insurance packet  
Engine compartment  
Fluid levels, belts, water pump,  
fan, leaks, loose wires, hoses,  
clamps, brackets and accessories  
(Alt., PS pump, Air Compressor)  
Turn on key and check indicator lights  
Start engine, check gauges, warning lights,  
fuel, oil pressure, amps, volts, etc.  
(note sounds and odors)  
Dome lights  
Steering/gear shifter play  
Foot pedals, door & driver window  
operations  
Defrost/heater fans, wipers/washers  
Horn and mirrors  
Windshields (chips & cracks)  
Activate yellow loading Lights, check  
indicator light on control panel  
Turn wheels left  
Turn on left turn signal  
Check front turn signal and yellow  
loading lights by using crossover  
mirrors if possible  
Bus walk through (lights, seats, leaking  
heaters, strange objects, damage,  
safety hazards, seat belts,  
safety seats, safety vests, oxygen  
and wheel-chair tie downs, etc.,  
(if so equipped)  
Emergency door(s), hatches  
and windows (All exit warning  
buzzers, left rear turn signal & yellow  
loading lights)  
If lift equipped, inspect for leaks,  
damage or missing parts  
Raise handle half way on lift door,  
check warning light on drivers  
control panel (if so equipped)  
Check that lift is secure  
Turn on low beam head lights

Turn on four way hazards  
Clearance lights on  
Open door, check "reds" warning light  
on drivers control panel  
Check entry light(s)  
Drop chains or some sand  
from sanders, depending on  
season and vehicle type  
EXTERIOR INSPECTION  
Body damage all around bus  
Open and inspect all ext. compartments  
Mirrors secure  
A School Bus@ sign, clean & reflective  
Red loading lights flashing  
Clearance lights  
Wiper blades and arms  
Front hazards, flashing  
Head lights (low)  
Fluid leaks, hanging or loose objects  
Cross arm, if so equipped  
LEFT FRONT/SIDE OF BUS  
Steering gear box  
\* Inspect back side of left front wheel  
Pitman arm, drag link, tie rod,  
steering arms (bolts and cotter pins)  
Springs/air suspension bag  
Shackle bracket hangers  
Spring shackles, u-bolts, bushings  
Shocks (hangers, cracks, bolts, leaks)  
Brake lines and hoses  
Brake chamber  
Slack adjuster (play, cotter pin, locknut)  
Brake drum/rotor & brake linings  
Hub oil leaks (at each wheel)  
Hub & lug nuts  
Wheels:  
(No cracks, welds or bent rims)  
Tire condition and pressure (No < 4/32" &  
no re-caps on front rims)  
Side reflectors and clearance lights  
Stop sign(s) and lights (if so equipped)  
Inspect electronic wiring in cabinet  
Battery (secure and clean)  
UNDERCARRIAGE  
Hanging or loose objects  
Exhaust system  
Drive shaft (not bent, carrier bearings,  
u-joints, shaft safety brackets secure)  
Cross check, rear springs/suspension  
Side emergency door (movement and door prop)

# School Bus Pre/Post-trip Check List cont.

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## LEFT REAR OF BUS

Lug & hub nuts

Tire condition (re-cap; ok) (No < 2/32")

Tire pressure/equal (thumper)

Wheels/Rims (same as above)

Brake systems (same as above)

Axel to wheel parts (same as above)

Mud flaps (both sides) & secure

Sanders worked or Chains down

## REAR OF BUS

▲School Bus@ sign, clean & reflective

All lights and reflectors

Hazard lights flashing

Emergency door/window (movement and prop)

License plate

Undercarriage

No Objects between duels and duel tires are not touching each other

## RIGHT REAR OF BUS

Inspect & operate lift (if so equipped)

Inspect rt. rear wheels (same as left)

Cross check undercarriage (same as left)

Fuel tank(s), lines & cap(s)

Side reflectors and clearance lights

\* Inspect right front wheel (same as left front)

Turn on high beams

Turn wheels to right and turn on right turn signal

Chain switch, turn to off position

## PERFORM SECOND WALK AROUND

High beams on

Right turn signal (front and back)

Inspect the other back side of front wheels (left & right)

Check that chains are up

Block or chock wheels and/or park level

Return to driver position

Turn steering to straight forward and note signal canceled both ways

Turn key and everything off

Push in parking brake

Hold steady pressure on service brake and listen for leaks, note pressure drop after one minute (NMT 3 psi)

Turn key on (don't start)

Pump air brakes down

Note pressure when buzzer/warning light comes on (about 60 psi)

Note pressure when parking brake pops out (about 30 psi)

Re-start bus

Note pressure rebuilding evenly on air tank gauges

Note air compressor cut out at about 120 psi (+ or - 10 psi)

Remove Block/Chocks (if installed)

Slightly try to move bus with parking brake set

Release parking brake (above 80 pounds), test service brake by moving bus slowly and apply pressure gently to brake pedal

Perform two way radio check

Test public address system

Use "buddy system" to check brake and back-up lights if needed

Check all other safety devices

Initiate drivers inspection log

Note defects - complete post-trip log at the end of use for your day with that bus.

Report out of service defects to mechanics

Note: Rear engine and conventional buses may require inspection in different order. Some items can be inspected in route.

"Everyone is in awe of the lion tamer in a cage with half a dozen lions - everyone but a school bus driver" a.u.

## **Walk Through after every run and Post Inspect bus after every days= use.**

Drivers, who drive the same bus daily, often inspect most items at the end of their shift.

### **Utah Criminal Code 49, Title 53-8-211**

Drivers should turn in their own reports ASAP and no longer then 5 working days

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