

Policy 504 – Appendix A (DAILY INSPECTION)

ALL ITEMS MUST BE CHECKED DAILY

STEP ONE - INITIAL WALK AROUND

1. Check vehicle log book
2. Block wheels
3. Visible damage or leaks
4. Mirrors, front lights, lettering, windshield, hood, grill and bumper
5. Open hood
 - a) Wipers, inspection sticker
 - b) Turbo, manifold, engine for excessive leaks, electrical wires and connectors,
 - c) Compressor, pulleys, tension and condition of belts, hoses, fan and radiator shroud
 - d) Check all fluids
 - e) Steering box, linkage
 - f) Spring, shackles, u-bolts and shock absorbers
 - g) Brake hoses and slack adjusters
 - h) Tires and wheels
 - i) Hood hinges and latches
6. Windows, body and paint
7. Battery and battery box
8. Underneath the bus
 - a) Engine leaks, transmission, drive shaft, joints and protection guard
 - b) Check exhaust, air dryer, air reservoirs and hoses
 - c) Rear suspension, springs, shackles, u-bolts and axle
9. Inside and outside rear tires and wheels
10. Back of the bus
 - a) Lights, lettering and windows
 - b) Emergency exit (open from outside)
 - c) Bumper and tailpipe
11. Fuel cap, tank and impact guard

This pre-trip inspection must be completed
in accordance with
Regulation 2001-51 Section 14 (1) (a)
Education Act



A school bus driver must carry out a thorough inspection each day. A daily inspection will ensure the vehicle is safe to operate and help prevent delays due to breakdown, and avoid costly repairs. Items that may jeopardize safe operation should be dealt with immediately.

STEP TWO - IN THE BUS

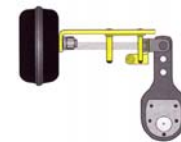
1. Check passenger door, steps and handrail
2. Start the engine
3. Verify oil pressure and all gauges
4. Check all switches and controls
5. Mirrors
6. Side windows and windshield
7. Horn
8. Registration and insurance card
9. Overhead compartment
10. Safety items
First aid kit, fire extinguisher, triangles and communication device
11. Security of trash container and broom
12. Hazard lights and yellow warning lights
13. Check rear lights from emergency door
14. Operation of emergency door, buzzers, windows and roof hatch
15. Ensure aisle clear
16. Security of seats, backs and bottoms

STEP THREE - LIGHT SYSTEM (EXTERIOR)

1. Activate (and check from outside)
 - a. High beam
 - b. Clearance lights
 - c. Left signal light
 - d. Red flashing warning lights.
 - e. Crossing arm
 - f. Stop arm
 - g. Activate low beam and right signal light.
2. Check brake lights and back-up lights.

STEP FOUR - AIR BRAKE

1. Ensure air pressure at maximum.
2. Shut engine, open window; release spring break to prevent compounding.
3. Make a full brake application on foot treadle and hold. Observe gauge. The reading should not drop more than 3 psi (20 kPa) per minute. Listen for leaks.
4. Start bus, fan brakes until the pressure drops to 80 psi (560 kPa); stop fanning to see if the governor returns the compressor to loading stage (gauge reading should increase).
5. Continue fanning. Warning buzzer and light must operate at or before 55 psi (380 kPa). Continue fanning until spring brake applies.
6. Rebuilt pressure at 1200 rpm, ensure reservoir pressure builds from 50 to 90 psi (344-620 kPa) within three minutes; low air indicator must operate to 55 psi (380 kPa) or higher. The governor cuts out between 115-135 psi (805-945 kPa), listen for purge valve.
7. Check brake stroke indicators.



STEP FIVE - STARTING OUT

1. Complete vehicle log and note any defects.
2. Remove chock blocks. Perform brake response test by gently moving ahead and applying brake pedal.

Note: If a school bus does not meet the standard inspection in accordance to the **Motor Vehicle Act**, the driver examiner will advise the driver and request that all defects be fixed before a road test is given.