All information that is listed below needs to be said – here are some words to use when describing each object:

Leaks Secure Mounted Securely

Drips No holes Clean

Not Broken Functional Attached

Not Damaged Not Frayed Latched

Cracked Not Loose Holes

Not Worn Missing

**PART 1**

**Front of Vehicle**

|  |  |
| --- | --- |
| Lights & Reflectors: | Turn signals, head lights, cab lights are proper colors, not broken, cracked, loose and none are missing. Clean and functionable. |
| Mirrors: | No illegal stickers, no obstructions and no damage to the glass. Door mirror is not broken, cracked or loose, is secure, no missing hardware. |

**Engine Compartment**

|  |  |
| --- | --- |
| Oil Level: | Point out yellow dipstick, say the oil should be above the add mark with engine off. Show where you would add oil. Not leaking. |
| Coolant Level: | Point out that coolant is between the two lines shown. Make sure that the cover is properly secure and present. Securely mounted and no leaking present. |
| Power Steering Fluid: | Point out the power steering reservoir and that power steering fluid is within proper range. Show out where you would add fluid (cap on reservoir) and that cap is present and tight. Securely mounted and no leaking present. |
| Water Pump: | Point out water pump. Securely mounted, bolts are tights, not leaking, not damaged and not broken. |
| Alternator: | Point out alternator, no loose or missing bolts, not leaking, no cracked or exposed wires. Securely mounted. Belt not cracked or frayed tension is between ½ inch and ¾ inch. Wires are secure to the back of the alternator. |
| Leaks & Hoses: | Look for puddles or fluid dripping under the vehicle – smell for anything unusual. Hoses – check for splits, cuts, clamps are tight and check for leaks in the hoses. |
| Master Cylinder: | Located under the brake fluid. Mounted securely and no leaking. |
| Automatic Transmission Fluid: | Indicate where dipstick is located. Engine needs to be running to properly check the fluid levels. |

**Steering**

|  |  |
| --- | --- |
| Steering Box & Hoses: | Not broken, cracked, loose, no missing hardware and is not leaking. Lines and hoses are not cracked, frayed loose or leaking. |
| Steering Linkage: | See that connecting links, arms and rods from the steering box to the wheel are not worn or cracked. Check that joints and sockets are not worn loose. No missing bolts. |

**Front Wheel**

|  |  |
| --- | --- |
| Tires: | Tread depth 4/32”, no leaks cracks, cuts or bulges in sidewall, and not unevenly worn. Valve stem is secure, not damaged and cap is not missing. Check tire pressure with a tire gauge – 80 psi in the front and 75 psi in the back. |
| Rims: | Check for damaged, cracked, bent, broken and welded. |
| Lug Nuts: | Nuts are not cracked, missing or loose. Make sure all are present. Show no signs of looseness. |
| Hub Oil Seals: | Hub oil/grease and axle seals are not leaking. |

**Front Suspension**

|  |  |
| --- | --- |
| Springs & Shocks | Look for missing, cracked and shifted springs. Damages, mounted securely. Bolts are tight. |
| U Bolts | Look for broken, missing or loose bolts that are used in attaching the assembly to the axle. |
| Spring Mounts: | Look for any cracked or broken springs. Check to make sure each part is secure to the frame. |

**Front Brake**

|  |  |
| --- | --- |
| Brake Hoses or Lines: | Hose and lines are not cracked, worn or frayed. Make sure secure and not leaking. |
| Drum & Linings: | Drums are not warped, cracked or welded. Point out inspection holes, linings are not cracked, no grease or oil and have at least ¼ inch. |

**PART 2**

**Driver/Fuel Area**

|  |  |
| --- | --- |
| **Door & Mirrors:** | Door has no missing weather seals, hinges are secure, no missing hardware, latches firmly. Mirror is not broken, cracked or loose and is mounted securely. |
| **Fuel Tank/Cap:** | Tank is not broken, cracked, dented or leaking. Straps and hardware are secure and not loose. Cap is present and secure. |
| **Catwalk/steps:** | Check that the entry door is not damaged, operates smoothly, and closes securely from inside. Hand rails are secure. Catwalk/steps are clear of objects. |
| **Battery/Box:** | Battery is secure, connections are tight and cell caps are present. Battery connections should not show any signs of excessive corrosion. |
| **Lights/Reflectors:** | Check that all external lights and reflective equipment are clean and functional and non are broken or missing. Lighting indicators on the dash that they are all working properly. |

**Under Vehicle**

|  |  |
| --- | --- |
| **Drive Shaft:** | See that the drive shaft is not bent or cracked. Couplings should be secure and free of foreign objects. |
| **Exhaust System:** | Check system for damage and signs of leaks such as rust. Exhaust system should not have cracks, holes or severe dents. |
| **Frame:** | Look for cracks, broken welds, holes or other damage to the longitudinal frame, cross members, box and floor. |

**Rear Axles**

|  |  |
| --- | --- |
| **Tires:** | Tread depth 4/32”, no leaks cracks, cuts or bulges in sidewall, and not unevenly worn. Valve stem is secure, not damaged and cap is not missing. Check tire pressure with a tire gauge – 80 psi in the front and 75 psi in the back. |
| **Rims:** | Check for damaged, cracked, bent, broken and welded. |
| **Lug Nuts:** | Nuts are not cracked, missing or loose. Make sure all are present. Show no signs of looseness. |
| **Hub Oil Seal:** | Hub oil/grease and axle seals are not leaking. |
| **Spacers/budd** | Spacing between wheels are even – no gaps, nothing stuck between. |

**Rear Suspension**

|  |  |
| --- | --- |
| **Springs/Shocks** | Look for missing, shifted, cracked, or broken leaf springs and missing bolts. Mounted securely and nothing damaged. Look for broken or distorted coil springs. Shocks: make sure that the absorbers are secure and that there are no leaks. |
| **U-Bolts:** | Look for broken, missing, or loose bolts (including U-Bolts) that are used in attaching the suspension assembly to the axle. |
| **Spring/Air Mounts:** | Look for cracked or broken spring hangers, missing or damaged bushings, and broken, loose or missing bolts, U-bolts or other axle mounting parts. Securely mounted to the frame. |

**Rear Brakes**

|  |  |
| --- | --- |
| **Brake Hose/Line** | Check for splits, cuts and leaks. Make sure all clamps are tight. |
| **Drum Lining** | Drums are not warped, cracked or welded. |

**Rear of Vehicle**

|  |  |
| --- | --- |
| **Doors & Lift** | Check that the door(s) are not damaged and that they open and close properly from the outside and inside. Hinges should be secure with seals intact. Check that mirrors and mirror brackets are not damaged and are mounted securely with no loose fittings. |
| **Splash Guards:** | If equipped, check that the splash guards or mud flaps are not damaged and are mounted securely. |
| **Lights & Reflectors:** | Check that all external lights and reflective equipment are clean and functional and none are broken or missing. Test the dash indicators work when corresponding lights are turned on. |

**Passenger Bus Vehicles**

|  |  |
| --- | --- |
| **Passenger Entry & Lift:** | Check to make sure no debris, ice or objects are in the pathway. Entry door is not damaged, operates smoothly and closes securely. Hand rails bolted to the frame. |
| **Emergency Exits:** | Show them one window emergency exit and show them the back door exit – making sure the alarm goes off when it opens. |
| **Seating:** | Making sure the seats are clean and mounted securely. Making sure the seatbelts are all in working order. |
| **Baggage Doors Secure:** | NA |

**Inside Vehicle**

|  |  |
| --- | --- |
| **Safety Belt:** | Making sure all safety belts are not frayed or broken. That they are secure and the latches are working. Make sure you check drivers also during this time. |
| **Emergency Equipment:** | Bodily fluids – making sure you point to where that is located. Triangles – point to where they are located. First aid kit – point to where they are located. Fire Extinguisher – showing where it is located – showing them that the pin is in the green and that you want to make sure there is nothing in the hose of the fire extinguisher. Fuse – show them they are located in the door above the driver seat. |
| **Safe Start:** |  |
| **Temperature Gauge:** | Point out the temperature gauge and state that it is working and within normal range. |
| **Oil Pressure Gauge:** | Point out the oil pressure gauge and state that it is working and pressure within normal range. |
| **Ammeter/Voltmeter Gauge** | Point out the voltmeter and state that it is working and is charging. |
| **Lighting Indicators** | Activate the turn signal in both directions, the four way flasher and high beam headlights. |
| **Horn:** | Honk the steering wheel horn – verify that they work. |
| **Heater & Defrosters:** | Turn the heat on and make sure that it is working. Defrosters – turn the defroster on and make sure it is working with your hand in front of it. |
| **Windshield & Mirrors** | Windshield and mirrors are not cracked or damaged. There are no obstructions. Mirrors are adjusted for you. |
| **Wipers & Washer:** | Spray washer fluid – state that the blades are secure, not broken or cracked and work. |
| **Parking Brake:** | With air pressure built to governor cutout and the parking brake engaged, check that the parking brake with hold vehicle by gently trying to pull forward with parking brake on. |
| **Service Brake:** | Hold in the break and make sure that it does not depress to the floor – make sure you tell instructor that you are holding in for five minutes and making sure that the bus does not pull to the left or right. |
| **Hydraulic brake:** | Pump the brake pedal three times, then hold it down for five seconds. The brake pedal should not move (depress) during the five seconds. |