

RED RIVER PARISH PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
CDL Pre-Trip Inspection Guide

Front of the bus:

- When approaching the vehicle-check the overall appearance of **all lights** (clearance lights, student lights, turn signals, headlights) you are checking that they are clean, and not broken.
- Check *under the bus* for leaks and if the bus is level.
- Check the *student-crossing arm* that it is secure.
- Approach the bus to undo the hood. Grab all four *mirrors* on the side to make sure they are mounted securely, clean, and not cracked. Lift the hood to begin inspection of the engine compartment.

Under the hood (Engine Compartment):

- *Hoses*- Check **all** hoses on both sides of bus. Inspect the engine hoses for condition, and leaks.
- *Belts*- Check **all** belts. If belt driven check belt to: Alternator (usually door side), Power Steering Pump, Water Pump, and Air Compressor (usually driver side). Check for cracks, frays, and signs of wear. Push belts with hand and check for no more than ½ to ¾ inch deflection.
- You need to point to the *Alternator, Power Steering unit, Water Pump, and Air Compressor*. Tell if they are belt driven or gear driven, and if it appears to be functioning, securely mounted, and not leaking.

Fluids:

- *Power Steering*- (do not have to actually check for this test) but do have to explain that you would check the dipstick level or by the sight glass if it has one.
- *Oil*- (do not have to actually check for this test) but do have to explain that you would check the oil by pulling the dipstick out, cleaning, and pulling back out to check the level.
- *Coolant*- Check the sight glass for adequate level.
- *Washer Fluid*- Check the box for adequate level

Under the hood continued:

- *Exhaust*- Check that system is connected tightly and mounted securely. Also check for cracks, holes, dents, or signs of leaking (rust or black spot). Exhaust must be checked in three places: under the hood, middle of the bus, back of the bus.
- *Steering Box and Hose*- Check for missing nuts and bolts, and cotter pins. Check that the box is securely mounted and not leaking and check for fluid leaks or damage to hoses.
- *Steering Linkage*- Check that connecting links and rods for steering box to wheel are not worn or cracked. Check that joints and sockets are not worn or loose. Check for loose or missing nuts, bolts, or cotter pins.

Suspension (3):

1. *Leaf Springs*- Check for missing, shifted, cracked, or broken springs.
2. *Spring Mounts Front and Rear*- Check for broken, missing, or loose bolts (including U-bolts). Check for missing or damaged bushings. Check that spring attachments are in place.
3. *Shocks*- Check that are secure and no leaks.

Brakes (4):

1. *Brake Hose*- Check for cracked, worn, or frayed hoses. Check that hoses can supply air to the brakes.
2. *Brake Chamber*- Check for leaks, cracks, dents, and that it is mounted securely.
3. *Slack Adjuster and Push Rod*- check for broken, loose, or missing parts, and that when pulled by hand it does not move more than one inch.
4. *Drum*- Check for cracks, dents, holes, and missing bolts. Check brake linings (where visible) are not worn or dangerously thin. Check drum and lining for contaminants such as grease or oil. If a dust cover is present, acknowledge this and that leaks will be all you can check for.

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Front Wheel (4):

1. *Tire*- Check for tire **depth** (4/32), **Condition**- Check that tread is evenly worn and there are no cuts or bulges on tire. **Inflation**- Check that tire stem is not missing, broken, or damaged. Indicate that you can only properly check inflation with a gauge.
2. *Rim*- Check for damaged or bent rims, make sure there are no welding repairs, and check for rust trails that may indicate rim is loose.
3. *Lug Nuts*- Check that all are present, check that lugs are not loose (rust trails around nuts) check for cracks radiating from holes.
4. *Hub Oil Seal*- Check sight glass for level of fluid. If no sight glass, all you can check for is leaking
 - Close hood and secure the latches.

Door:

- Check is not damaged and that it opens and closes properly. Check the door glass for damage and excessive dirt. Check hinges for security and that rubber seals are intact.

Steps:

- Check for holes in the rubber on steps.

Handrail:

- Check that it is securely mounted.

Inside the Bus:

- As you enter the bus, check that the *Fire Extinguisher* is properly charged and rated. Check for 3 red *Triangles*, and for *Spare Fuses*. Also, check for the *First Aid Kit and Body Fluid Kit*.
- *Seat*- Turn the key to the on position to allow to warm up, and then proceed to the rear of bus touching each seat for broken seat frames and check that the seats are firmly attached to floor.
- *Emergency Exits*- Check back door, roof exit, side door, window emergency exits. Check that the exits are not damaged, operate smoothly, and close securely. Check to make sure the warning devices are working. (Buzzers)
- *Safety Belts*- While sitting in the driver's seat check the seat belt for adjustments and that it is properly mounted.
- *Side Mirrors*- Check for proper adjustment, and are clean and not broken.
- *Overhead/Student Mirror*- Check for security and adjustment.
- *Steering Wheel*- Check for no more than 2" play.
- *Horn*- Make sure it works.
- *Gear Shift Selector*- Put in gear then back in neutral, and check it is secure.
- *Gauges*- Crank the bus making sure the gauges work as they are supposed to.
 1. Oil Pressure Needle- should show increasing or normal oil pressure
 2. Temperature Gauge- should be climbing to the normal operating range
 3. Voltmeter- should be charging in the operating range
 4. Ammeter- should be in proper range if the bus has this gauge
- *Panel light indicators*- Check the inside panel light indicators for *left and right turn signals, 4 way hazards, high beam* headlight indicator
- *Outside lights*- Turn on the *Headlights, Clips/Clearance Lights, and Strobe Light/ Accessory*. Check the *Stairwell Lights*. Ask the instructor to step outside to the front of the bus to check the operation of the *left and right signal, 4 way hazards, head lights (low and high beam) and student lights (amber and red)* on top of the bus and on stop arms. Ask the instructor to proceed to the rear of bus and repeat checking the operation of the same lights minus the headlights and check the *brake lights*.
- *Defroster and Heater*- Check to make sure that warm air comes out when turned on.
- *Windshield/Windshield Wipers*- Look at the blades and arm for security, damage and for smooth operation, check the washer fluid operation. Check the windshield to make sure it is clear, free of obstructions, no illegal stickers, or damage to the glass.
- *Brakes*- Check the *Parking Brake*: with the parking brake set, put the bus in drive, and then accelerate; parking brake should keep bus from moving forward. Return gear shift to neutral and prepare for the air brake test. Check the *Service Brake*: put the bus in drive, accelerate a few feet forward, and apply the brake. Check to make sure the bus does not pull to the left or right and that the service brake stops the bus.

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Air Brake Test: If equipped

Turn the bus off, release the parking break (push in)

1. Fully apply the service brake, hold for 45 seconds to 1 minute (checking/listening for leaks) checking the panel air pressure gauge and not losing no more than 3 PSI's per minute. Release brake. Turn the key to the on position.
2. Pump the service brake down to 60 PSI's allowing your light indicator or warning buzzer to come on.
3. Continue pumping the service brake down to between 20 and 40 PSI's causing the parking break to activate (pop out). Start bus to allow pressure to build back up to normal 125 PSI's. Warning buzzer and light will continue until reaches 60 PSI's.

Outside of the Bus (middle):

- Shut your engine off and exit the bus. Check the *fuel area* to make sure the tank is secure and not leaking and that the cap is on tight. Proceed down the passenger side of bus checking all *Reflectors* and *Clearance Lights* for cracks or missing lenses and cleanliness.

Underneath the Bus:

Mid way down the bus, kneel down/crawl under and check

- *Drive Shaft*- Check that it is not bent or cracked, and that the shaft couplings (U-Joints) appear to be secure and free of foreign objects.
- *Exhaust*- Second time checking. Check that system is connected tightly and mounted securely. Also, check for crack, holes, dents, or signs of leaking (rust or black spots)
- *Frame*- Check for cracks or bends in the longitudinal frame members, check for cracks, bent, broken, or missing cross members. Check for holes in the floor.
- *Air Tank*- Check for cracks, holes, and mounted securely.

Rear Brakes (4):

1. *Brake Hose*- Check for cracked, worn, or fayed hoses. Check that hoses can supply air to the brakes.
2. *Brake Chamber*- Check for leaks, cracks, dents, and that it is mounted securely.
3. *Slack Adjustor and Push Rod*- check for broken, loose, or missing parts, and that when pulled by hand it does not move more than one inch.
4. *Drum*- Check for cracks, dents, holes, and missing bolts. Check brake linings (where visible) are not worn or dangerously thin. Check drum and lining for contaminants such as grease or oil. If a dust cover is present, acknowledge this and that leaks will be all you can check for.

Rear Suspension (3):

1. *Leaf Springs*- Check for missing, shifted, cracked, or broken springs. Check torsion bar that it is not damaged and mounted securely.
2. *Spring Mounts Front and Rear*- Check that not cracked or broken. Check for broken, missing, or loose bolts (including U-bolts). Check that spring attachments are in place.
3. *Shocks*- check that are secure and no leaks.

Rear Wheels (5):

1. *Tire*- Check for tire **depth** (2/32), **Condition**- Check that tread is evenly worn and there are no cuts or bulges on tire. **Inflation**- Check that tire stem is not missing, broken, or damaged. Indicate that you can only properly check inflation with a gauge.
2. *Rim*- Check for damaged or bent rims, make sure there are no welding repairs, and check for rust trails that may indicate rim is loose.
3. *Lug Nuts*- Check that all are present, check that lugs are not loose (rust trails around nuts) check for cracks radiating from holes.
4. *Axle Seal*- Check for is leaking.
5. *Spacers*- Must mention that spacers are not present and check between wheels for even spacing, damage, and foreign objects.

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Splash Guards:

- Check that they are not damaged and are mounted securely.

Back of the Bus:

- *Lights*- Check the *Clearance Lights, Signals, Reflectors, Students Lights, and Brake Lights* for missing lenses or cracked lenses and for cleanliness.
- *Back Door*- Check that the door is not damaged and that it opens and closes properly. Check the glass for damages and excessive dirt. Check hinges for security and that the rubber seals are intact.
- *Shocks*- Kneel and check that the shocks are secure and not leaking.
- *Exhaust*- (Third time) check that the exhaust system is connected tightly and mounted securely. Check for cracks, holes, dents, or signs of leaking (rust or black spots). Check that the exhaust pipe does not extend to far out or too far under the bus.

Driver Side of the Bus:

- Proceed down the driver side of the bus checking all reflectors and clearance lights for cracks or missing lenses and for cleanliness.
- *Stop Arm*- Check that it is mounted securely to frame. Check for loose fittings and damage, checks lenses for cleanliness.
- *Batteries*- Check for security, tight connections and no signs of excessive corrosion. Check that the cell cap is present. Make sure the battery box and cover/door are secure.
- *Stop Arm Front*- Check the same as the back