

AIR BRAKE TEST

1. **Seatbelt on** - secure, not frayed or torn and locks in.

2. Testing **ABS System**: "Turn the key to run. ABS light comes on and goes off. This means ABS is working.

3. Testing **Neutral Safety Switch**: "I will put the bus into drive and try to star the bus. Bus does not start, this means **Safety Switch works.**"

4. I wil continue by **Starting the bus**

5. **Testing the Parking Brake**: " I will shift to drive with the parking brake on and accelerate to 1100 RPM. Bus should not move." **Parking brake is working.**

6. **Testing the Service Brake**: "I will release the parking brake and do a 5 mph pull up. Bus stops smoothly, not pull to the left or right." **Service brake is working.**

7. **Secure the bus**, turn the wheel all the way to the left, wait for the governor to cut out between 125-130 psi.

TAKE THE KEY get out and chock the right front tire.

Return to bus: **Seatbelt on, key to run, PARKING BRAKE OFF**

8. Testing the **Leakage Test**: After gauges settle, "I will press and hold the Service Brake. I will time for one minute. There should be no more than 3 psi loss for the one minute."

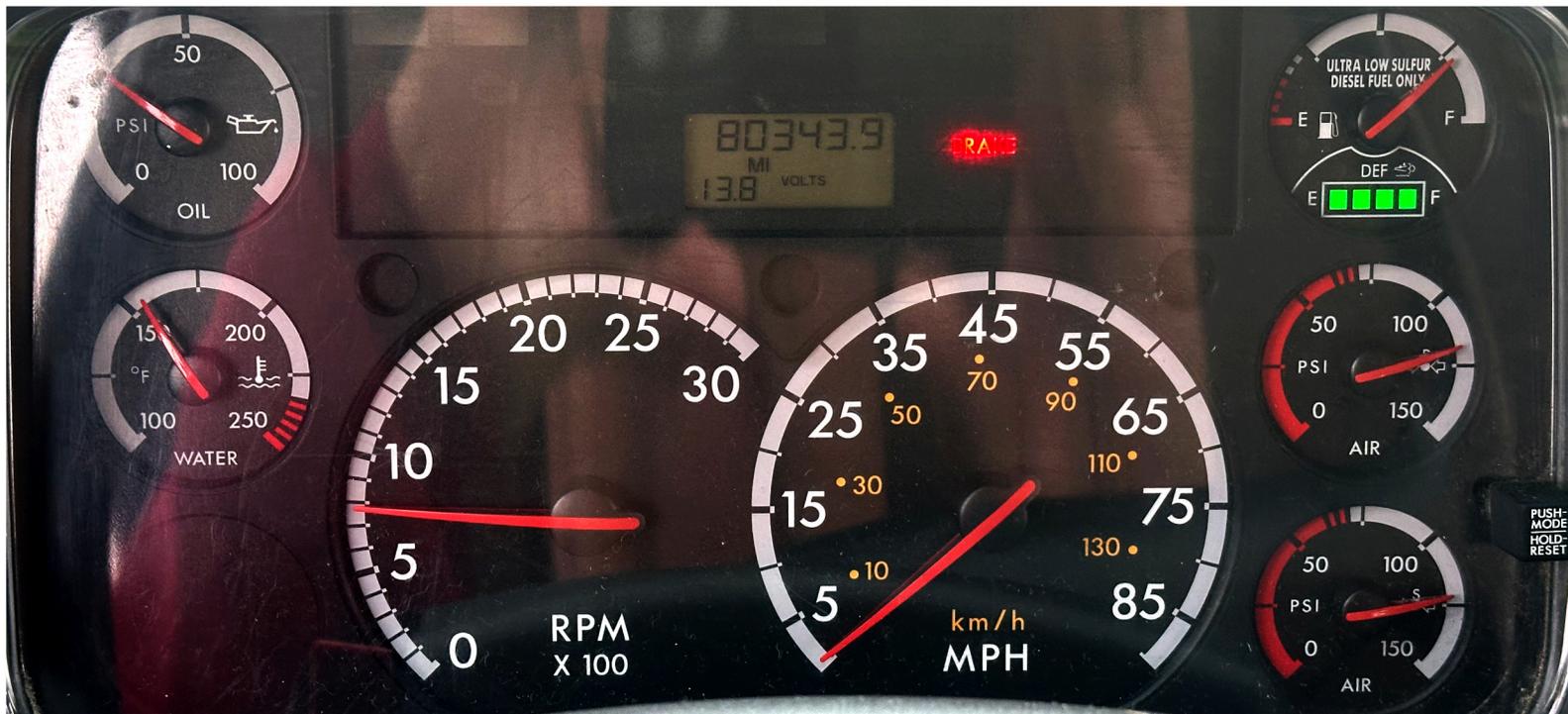
9. Testing the **Low Air Warning Light and Alarm**: "I will pump the service brake until the Low Air Lights and Alarm comes on between 60-70 psi. They came on at _____."

10. Testing the **Emergency Brake**: "I will continue to pump the brake until the parking brake pops out at 20-40 psi. The brake came on at _____."

"This completes the Air Brake Test"

INTERIOR PRETRIP

1. The **oil pressure** is at _____ PSI, which is normal (20-40) for this bus.
2. The **water temperature** is at _____ degrees, which is normal (**no greater than 210**) for this bus.
3. The **voltmeter** is at _____ volts, which is normal for this bus.
4. The **tachometer** (RPM) and speedometer (MPH) both worked during my 5-mph pull up.
5. The **fuel gauge** is at _____ (over ½ tank), which is enough for my trip.
6. The **DEF gauge** is at _____, which is above the yellow and normal for this bus.
7. The **air gauges** worked during my air brake test.



Check all gauges in a methodical order. Top to bottom, left to right. Know how to read each gauge and what is normal for the bus.

INTERIOR PRETRIP

8. There is no more than 2 inches of play in the steering wheel.

9. The horn works.



INTERIOR PRETRIP

Shut bus down and **“Turn the key to run”** so the bus has power.



1. I have **7 mirrors**, including student mirror, which are in good conditions and adjusted for me.
2. **Front glass** or **windshield** is clean, no cracked or broken, and the inner seal is in good condition.

1. The headlights are on, the dashboard is lit.

2. 4 ways (or hazards) work on the panel.

3. High beams work on the panel.

3. Wipers work on all speeds, fluid dispenses, and the blades are pliable.

5. Driver's heater works on all speeds.



INTERIOR PRETRIP

- **Switch panel (on your left) - start at the top left and work around to the bottom right**

1. Work on low and high, front to back.
2. Interior dome lights, driver dome light, and stepwell light are working, and all the lenses are not cracked or broken.



Passenger | Driver | Stepwell
Dome Lights

Strobe Light

PA

Speaker System
Inside | Outside

Mirror Heat

Master Switch

Defrost
Fan

Door

Defrost
Fan

Check all switches in a methodical order. Top to bottom, left to right.

INTERIOR PRETRIP



1. Interior dome lights, driver dome light, and stepwell light are working, and all the lenses are not cracked or broken.
2. The Strobe light turns on in the panel.
3. PA works outside and inside.
4. Mirror heater turns on in the panel.
5. Defrost Fans work and low and high.
6. Master Switch

• Turn on **master switch** (**green indicator lights** is lit on panel)

1. Activate **ambers** (amber indicator light is lit on panel), ambers work on the panel, and I can see the amber lights flashing on the crossover mirrors.



Master Switch

Open door

1. The **service door opens freely**,
2. The **red indicator light** is lit on panel,
3. The **crossing gate** is extended,
4. The **stop arm** is extended, and
5. I can see the **red lights flashing** in my **crossover mirrors**.

Get out of the driver's seat.

1. I have a **valid registration and insurance card**.
2. The **first aid kit** and **body fluid kit** are **properly secure and stocked**.
3. The **fire extinguisher** is properly secure, the **needle is the green, tagged and pinned**.
4. I have **3 emergency triangles** that are properly secured and in working order.
5. The **stair tread** is clean and not lifting.
6. The **handrails** are secure.

Turn and face the rear of the bus

1. The **aisle tread is clean**, not lifting, and there are no holes in the floor.

I would Walk down the bus aisle, checking seats bottom and backs.

1. All of the seats are properly secured.
2. The back glass is not cracked or broken, and the inner seals are in good condition.
3. The emergency exits are properly labeled with instructions.
4. The alarm is on by the emergency door, it sounds when the handle is lifted.

Turn and face the front of the bus.

1. The Windows have 7-inch stoppers in place on all of the windows (open a window on each side in the back to prove it).
2. Bus have _____ emergency windows and _____ emergency hatches. All are labeled with instructions.

Open roof hatches and windows.

1. "This exit opens and closes freely and the alarm sounds".

Come back to front of bus, turn the key to left accessory, deactivate Child Theftmate.

Once you are done, take a moment to make sure you didn't miss anything. Then let the evaluator know that this completes your interior pretrip, and you will now go out to do the engine.

TAKE THE KEY, exit bus, and begin engine pretrip.

ENGINE PRETRIP -Phil

OPEN HOOD... UNLATCH BOTH SIDES

*Left side (driver side) - this side of the engine is **GEAR driven**.*

1. All of the wires and hoses are properly encased and not leaking.
2. The air compressor (behind the fire wall) and the governor are properly secured, not leaking and are Gear Driven in this bus.
3. The oil dipstick is here (point to dipstick) I will check it with the bus off.
4. The transmission dipstick is here (point to dipstick), secured and I will check it with the bus running..
5. The radiator and hose are properly secured and not leaking.
6. The steering column is secured and not crack or broken.
7. The power steering reservoir is secure, not leaking and fill to a proper level.
8. The power steering hose is properly secure and not leaking.
9. The steering gear box is properly secure and not leaking. and hoses are secured and not leaking.
10. The frame is properly secure, not cracked, not broken, or illegally welded.
11. The shock absorber is properly secured and not leaking.
12. The leaf springs are properly stacked, not cracked or broken, held in place with U-bolts and spring mounts.
13. The tied rod is properly secure, not cracked or broken. It goes from tire to tire.
10. The pitman arm, drag link, and third arm (or steering knuckle) are not cracked or broken hand in place with castle nut and cotter pin.
14. The brake line and brake chamber are properly secured and not leaking.
15. The push rod and slack adjuster is properly secured and has no more than 1 inch of play when tested and I will test it with the parking brake off.
17. There is nothing on the inside of the tire ring that will interfere with the brakes.
18. The brake pads and drums are properly secured and are free of excess grease.

19. The tire has not abrasions, bubbles or cuts, on the inside or outside walls. It has a minimum tread depth of 4/32 inches. The front tires cannot be regrooved, and are properly inflated to 105 psi.

20. The tire ring is not cracked or broken,

21. All of the lug nuts are all present, secure and show no signs of looseness such as rust trails or shiny threads, and my indicator are all facing the same way.

21. The hub seal is secured and not leaking.

22. The valve stem is properly secure with a metal cap.

22. The mud flat is secured and not damaged.

I would check the right side of the motor same as the left with a couple of differences.

*This side of the engine is **BELT driven**.*

1. The coolant tank is properly secured, not crack or broken fill to a proper level.

2. The alternator and water pump are properly secured.

3. The water pump is not leaking.

4. They are driven by a serpentine belt that is in good condition and has no more than a ½ inch of play when tested.

“This completes my engine pretrip”.

Close and latch hood.

Tell examiner hood is latched securely.

EXTERIOR PRETRIP

Front of bus:

1. The front of my bus has no visible damage, is level, and there are no puddles underneath, which could indicate a leak.
2. The school bus is properly labeled as a school bus.
3. All of the lights are clean, not cracked or broken and are the proper color, It has 3 amber ID lights, 2 amber clearance lights, 2 red and 2 amber student warning lights, 2 amber directional & 4way flashers, and 2 headlights/high beams.

Check all mirrors

1. The mirrors are secure
2. The hood is secure
3. The grill is secure
4. The crossing gate is secure
5. My license plate is secure and has a valid registration sticker.
6. My bumper is secure
7. The windshield is clean, not crack or broken, out of seal is in good condition and has a valid inspection sticker.

Left Side (Driver Side) of the Bus:

1. The Left Side of the Bus has no visible damage.
2. At the **top of the bus** is the **Strobe Light** is properly secured.
3. The bus has **3 Clearance Lights** (2 amber and 1 red).
The lenses are not cracked or broken.
4. The **Windows** are properly secured with no damage, including the driver's window.
5. The **Emergency Exits** are properly labeled and have a reflective tape.
6. The Bus is **Properly Labeled** with the company and **town/city** I work for.

Open Battery Door

7. The **Batteries** are properly secured, not leaking, and have no corrosion.
8. The **Stop Arm** is secure, the lenses are not damaged.
9. The **Middle Markers** are properly secured and are not crack or broken.
10. The bus has **2 Reflectors** (1 amber and 1 red).





Under the Bus

1. The **Air Tanks** and **Air Dryers** are properly secured and not leaking.
2. The **Drive Shaft** is properly secured not crack or broken, held in place with hangers and 3 metal guards.
3. The **Exhaust** is properly secured and not leaking.



YouTube Videos

1. <https://www.youtube.com/watch?v=-R7J9BljNEw>
2. <https://www.youtube.com/watch?v=FTVjJ42FTyE>



Rear Tire

1. The **Rear Tire** has no grease or oil in the inside of the opposite dual tire that will interfere with the brakes.
2. I would check the **Brakes** from the back the same as I would in the front.
3. The **Control Arm** and **Bellows** are properly secured not crack or broken and not leaking.
4. The **Air Chambers** and **Hoses** are secure and not leaking
5. The **Slack Adjuster** is secure and has no more than 1 inch of play.
6. The **Shock Absorbers** are secured and not leaking.
7. The **Torsion Bar** is properly secure and not damage
8. The **Leaf Springs** are properly stacked, not crack or broken, held in place with **U-Bolts** and Spring Mounts.
9. The **Air Springs** or **Bellows** are properly filled.
10. There is **Proper Spacing** between the dual tires of "**3 inches**".



1. The **Rim** has no damage, isn't bent, cracked, and has no illegal welds.

2. **Rear Tires** are evenly worn have no abrasion, bubbles, or cuts (ABSs) that I can see on the outside wall.

They have a minimum **thread depth** of **2/36 inches**.

They can be recapped or regrooved, and are properly inflated to 105 PSI.

4. It has two **Valve Stems** (one for each tire), which are not missing, broken, or damaged and have a cap.

5. The **Lug Nuts** are all present, secured and show no signs of looseness such as rust trails or shiny threads, and the indicators are all facing the same way.

6. The **Axle Seal** is secure and not leaking.

7. The **Mud Flap** is secured and not damaged.

The **Fuel Cap Door** opens, the **Cap** is secured with a plastic chain.

REAR OF THE BUS

1. The **back** of my bus has **no visible damage**.
2. The school bus is **properly labeled** as a school bus.
3. All of the lights are not cracked or broken and are the proper colors. I have **3 ID lights, 2 clearance lights, 2 red and 2 ambers student warning lights, 4 red brake/taillights, 2 turn signals/4-way flashers, 2 reverse lights, and 2 license plate lights**.
4. My **Emergency Door** is **properly labeled** and has **reflective tape**. It opens **freely**, the **stopper works**, the **seal is in good conditions**, and it **closes freely**.
5. I have **2 red reflectors**.
6. The **License plate** is properly secured and has a **Valid Registration Sticker** that matches the front.
7. The **Bumper** is secured.
8. The **Tail Pipe** is secured. (DON'T TOUCH-COULD BE HOT).

UNDER THE REAR OF THE BUS

1. There is **nothing between the dual tires**.
2. There are **no puddles under the bus**, which could indicate any leaks.
3. The **Fuel Tank** is properly **secure** and not **leaking**.



RIGHT SIDE OF THE BUS



I would **Pretrip the Right Side of the Bus** the same as the left side with some exceptions.

1. The **Bus is Properly Labeled** with the **Capacity**.
2. The **Service Door Outer Seal** is in good condition.
3. The **DEF Tank** is properly secured, not leaking, and the cap is secured.

“This completes my exterior pretrip”

Collect wheel chocks. Start bus, Close service door. Turn on headlights and master switch, Begin light test:

1. Rear: Brake light, Reverse, Ambers, Reds, Directional lights, 4-way/hazards
2. Front: Headlights, High beams, Amber, Reds, Directional lights, 4-way/hazards.

BUS STOP PROCEDURE UNLOADING

Approaching the stop:

1. at **250 feet away**, I will **activate the amber lights**.
2. At **100 feet away**, I will **turn on the right directional** and start pulling over to the right.
3. At **50 feet away**, I will **make announcement, "Bus is arriving, please stand clear"**.
4. I will **stop at 20 feet away from the stop without a monitor** (or **10 feet from the stop with a monitor**).

AT THE STOP

1. **Open the door** - I will **do this first to activate the bus reds**.
2. **SECURE the Bus** - **apply the parking brake** and **shift to neutral**.
3. **I WILL KEEP MY FOOT FIRMLY ON THE BRAKE!!!**
4. **Check mirrors** to **confirm traffic has stopped and danger zones are clear**.
5. I will **call crossing students first to unload**. I will instruct them to use the handrail, and to **take 3 giant steps out of the bus**, and **10 giant steps to the front of the bus**, and to **WAIT** until I tell them it is safe to cross.
6. **Check mirrors again** to confirm all traffic is still stopped and it is clear.
7. I will **announce, "Safe to cross"**.
8. **Count the students as they cross**, all (state the number) **students are safely across**.
9. **Checking traffic, mirrors and danger zones again**.
10. **I will call curb side students**. I will **instruct them to use the handrail**, and to **make 3 giant steps out of the bus**, and **DO NOT** return for any reason.
11. I will **count my students as they exit**, **all** (state number) **students are safely away**.

BUS STOP PROCEDURE Leaving the Stop

Leaving the stop (DAMDUD):

1. I will **turn on Left Directional**.
2. I will **Announce “bus is leaving, please stand clear”**.
3. I will **check my mirrors and danger zones**, making sure they are all clear.
4. **Unsecure the bus** (**shift to drive** and **release the parking brake**)
5. I will **close the Door completely** (I will **NOT move until door is closed completely** and I **have ensured nothing is caught in the door**).
6. **Check mirrors again** and **merge into traffic** when it is safe to do so.

RAILROAD PROCEDURE

Approaching the railroad track:

1. At **200 feet from tracks**, I will turn on the hazards lights.
2. Turning OFF Master Switch
3. Turning OFF All noise makers (wipers on intermittent if raining)
4. I will tell the students to **please be quiet**.
5. Open the driver's window.
6. I will **stop between 15 to 50 feet** away from the track or at the stop line.

At the track

1. I will **Open** service door
2. I will **Secure the Bus** (apply parking brake and shift to neutral).
3. I will **ALWAYS - KEEP MY FOOT FIRMLY ON THE BRAKE!**
4. **Look and listen** in both directions twice for oncoming train.
5. **Look across the tracks** to ensure **I have enough containment area** for my bus plus 15 feet (or 2 bus lengths).
6. **Checking for commercial vehicles that may block my view.**
7. **Double check in both directions.**
8. **Unsecure the bus**, (shift to drive and release the parking brake).
9. I will **close the door completely**.
10. I will **cross the tracks at a steady speed**, without stopping.

Across the Track

1. **Once the bus has cleared the track plus 15 feet (safely)**, I will turn off hazard lights, turning on the master switch, closing the service window.

ROADSIDE STOP

1. Turning on right directional
2. Pullin over in the breakdown lane when it is safe to do so.
3. Turning hazard lights
4. Securing the bus (apply parking brake and shift to neutral)

Two things I need to tell the examiner:

1. The students are safe in the bus
2. If I need to evacuate, I will have the students move 100 feet at a 45 degree angle away from the bus, I will count the students as they exit the bus, I am going to recheck to make sure the bus is empty, and recount the students when I joining them.
3. If I will be here for more than 10 minutes, I will place my triangles 10ft-100ft-200ft in the rear of the bus.

When leaving -

1. Unsecuring the bus (shift to drive and release parking brake), leave hazard on and stay in breakdown lane, start bringin bus up to speed.
2. When I see there is room to merge into traffic, I will shut off hazards, I will turn left directional on.

Notes:

Triangle placement

1. On a straight 2-direction road or undivided highway: 100ft front / 10ft rear / 100-500ft rear.
2. On a one-way road or divided highway: 10ft rear/100ft rear / 200ft rear
3. On a 2-direction curve, hill, or other visual obstruction: 100ft front / 10ft rear / 100-500ft rear.
4. On a one-way curved, hill, or other visual obstruction: 10ft rear/100ft rear/200-500ft rear.

Evacuation

It is always safer to leave passengers on the bus. **If I need to evacuate**, I would evacuate passengers **100 feet away at a 45-degree angle**. If on a railroad track I would evacuate passengers in the direction of the oncoming train.

ROAD TEST INFORMATION FOR QUONSET

Trainers **MUST** bring:

1. License
2. Permit
3. Medical card
4. Yellow card from CCRI - when you pass, the examiner keeps/when you go to the DMV, it will be change to your white card.
5. **Watch** - to time your 1-minute air leakage test on brake test.

Road test information

1. **Brake test** - automatic pass or fail - I must pass
2. **Inside and outside pre-trip** - The pre-trip is points only, You can score up to 64 and can lose 14.
3. **Skill course** - you can fail for using more get out and look (G.O.A.L.) than you are allowed. You can also fail for moving with your door open or leaving your bus unsecure.

100 - foot driving lane - forward and reverse:

- 1 Get out and look and 1 pull up.

Right to the left offset and Left to the right offset:

1. Only one will be completed
2. 2 get out and look and 2 pull ups
3. Door, when opened, must be inside box.

Sight side parallel and Blind side parallel

1. Only one will be completed.
2. 2 get out and look and 2 pull ups.
3. Door, when opened, must be inside box.

Alley dock parking:

1. 2 get out and look and 2 pull ups.
2. Rear of bus must be 2 feet from cones.
3. Door, when opened, must be inside box.

ROAD TEST INFORMATION FOR QUONSET

1. Procedures (railroad crossing and unloading at a bus stop)

Automatic pass or fail because of safety. They need to be done correctly. Not securing your bus (pulling the parking brake and shift to neutral), taking your foot off the brake, or moving the bus even a little with the door not close completely will fail you.

2. Driving time

Points only, but can fail if enough points are lost. You will fail for going more than 5 MPH over the posted speed limit, **being in the wrong lane at the rotary** (stay in right lane).

Listen to the examiner. If you do not understand, ask!