

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

**1. ADMINISTRATIVE**

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|--|--|---|
| <input type="checkbox"/> PHPS email account        | <input type="checkbox"/> Field Trips     | <input type="checkbox"/> Hours of Service |
| <input type="checkbox"/> Employee Self-Serve (SRB) | <input type="checkbox"/> Time Sheets     | <input type="checkbox"/> Mentor Program   |
| <input type="checkbox"/> Weights and Dimensions    | <input type="checkbox"/> Dangerous Goods | <input type="checkbox"/> Cargo Securement |

**2. COLD WEATHER WARM UP**

Let engine run 2-3 minutes at idle and leave heaters off.  
Set throttle to 1000–1200 rpm turn heaters on.  
Idle engine as little as possible.  
In warm weather, 5 minute warm up is sufficient.

**3. UNDER THE HOOD**

<input type="checkbox"/> CVIC Stickers	<input type="checkbox"/> General appearance/Fluid leaks
<input type="checkbox"/> Windshield/Front Windows – cracks/clean/no moisture	<input type="checkbox"/> Leaf springs / ubolts / shocks / frame / shackles
<input type="checkbox"/> Oil level - between add/full	<input type="checkbox"/> Brake lines – leaks / slack adjusters
<input type="checkbox"/> Washer Fluid ( <u>under hood or inside bus</u> )	<input type="checkbox"/> Power steering fluid - do not overfill
<input type="checkbox"/> Coolant level - <u>to sight glass or ½ full</u>	<input type="checkbox"/> Brake and transmission fluid – level
<input type="checkbox"/> All hoses - condition/leakage	<input type="checkbox"/> Steering components – movement/condition
<input type="checkbox"/> Fan Belts - tension/condition	<input type="checkbox"/> Mirrors Secure
<input type="checkbox"/> Wire connections	<input type="checkbox"/> Batteries – secure and connections clean
<input type="checkbox"/> Air cleaner – secured firmly	<input type="checkbox"/> Transmission fluid – level

**4. ENTERING THE BUS**

<input type="checkbox"/> Handrail – secure	<input type="checkbox"/> Papers – Registration/ insurance/ CVIC/ Operating Authority/Safety Fitness
<input type="checkbox"/> Emergency equipment	<input type="checkbox"/> Maintenance sticker (grease/oil change due)
<input type="checkbox"/> Fire extinguisher – pressure/secure	<input type="checkbox"/> Driver’s area – loose objects
<input type="checkbox"/> First aid kit – contents/secure	
	<input type="checkbox"/> Black Binder is located on the bus

## 5. ENGINE START-UP

<input type="checkbox"/> Depress brake to hear Electric brake assist motor and wake computers	<input type="checkbox"/> Check clutch / Neutral
<input type="checkbox"/> Turn key to on position wait until ready to start cycle of gauges	<input type="checkbox"/> Idle bus 1000 -1200 rpm
<input type="checkbox"/> Check Warning lights go off on dash	<input type="checkbox"/> Activate amber 8-way lights (check in front)
<input type="checkbox"/> Turn on operating switches	<input type="checkbox"/> Strobe light
<input type="checkbox"/> Check Switches	<input type="checkbox"/> Defroster
<input type="checkbox"/> Interior lights	
<input type="checkbox"/> Heaters	<input type="checkbox"/> Fans
<input type="checkbox"/> Wipers	<input type="checkbox"/> Washer fluid
<input type="checkbox"/> 5-point mirror check– adjust if needed	<input type="checkbox"/> DEF level

## 6. INTERIOR INSPECTION

<input type="checkbox"/> Turn on a signal light (check in front)	
Walk to back of bus checking	
<input type="checkbox"/> Seats / Floor / Housekeeping	
<input type="checkbox"/> Emergency door buzzer – opens freely	
Look out check <input type="checkbox"/> amber lights	<input type="checkbox"/> tail lights <input type="checkbox"/> signal light
Walk to front checking	<input type="checkbox"/> Roof
Turn on other signal light and use broom for brake lights	
Go to back of bus again to check	<input type="checkbox"/> Windows (fogged or cracked)
Open back door again and check	<input type="checkbox"/> other signal light <input type="checkbox"/> brake lights
Walk to front checking	<input type="checkbox"/> Emergency windows /Roof Exit
Remove broom and secure it	Idle engine back up
Turn off signal light and turn on hazard lights	
Open door to activate Red 8-way lights	

## 7. EXTERIOR INSPECTION

<input type="checkbox"/> Check low beam	<input type="checkbox"/> Go back inside, turn on high beam, and grab hammer
<input type="checkbox"/> Tires (condition) <input type="checkbox"/> Lugs nuts	<input type="checkbox"/> Rims <input type="checkbox"/> Valve stem caps
<input type="checkbox"/> Mud flaps	<input type="checkbox"/> Front Wheel oil plugs
<input type="checkbox"/> 8-way Red lights	<input type="checkbox"/> Clearance lights
<input type="checkbox"/> Strobe light	<input type="checkbox"/> High beam <input type="checkbox"/> Hazard Lights
	<input type="checkbox"/> General appearance body
<input type="checkbox"/> Next tire (same as before)	<input type="checkbox"/> Clearance and reflectors
<input type="checkbox"/> Rear tires (same as others)	<input type="checkbox"/> Stop sign and lights
<input type="checkbox"/> Leaf springs	<input type="checkbox"/> Under the bus - drive line/differential/transmission/hangers
<input type="checkbox"/> Rear 8-way Red	<input type="checkbox"/> Rear clearance
<input type="checkbox"/> Rear strobe light <input type="checkbox"/> Rear hazard lights	<input type="checkbox"/> License plate / light
<input type="checkbox"/> Rear emergency door – open/close freely	<input type="checkbox"/> Fuel filler cap/tank – leaks
<input type="checkbox"/> Exhaust system – tailpipe secure	<input type="checkbox"/> Step-well light / Door light

## 8. FINAL CHECKS

<input type="checkbox"/> Check Gauges	<input type="checkbox"/> Oil pressure gauge/ DEF
<input type="checkbox"/> Ammeter/ Voltage gauge	<input type="checkbox"/> Water temperature gauge / Transmission Temp Gauge
<input type="checkbox"/> Fuel gauge / Air Guages	<input type="checkbox"/> Adjust seat
<input type="checkbox"/> Locate and adjust seat belt	<input type="checkbox"/> Horn
<input type="checkbox"/> Emergency brake check <b>(If equipped with Air Brakes go to step 8)</b>	<input type="checkbox"/> Brake Check
<input type="checkbox"/> Check yourself ready to drive	

**9. AIR BRAKES - Fail if any components are missed**

<input type="checkbox"/>	1.	Low Pressure Warning – bus running, release park brake. Fan down until the low air warning activates. (90-60psi)
<input type="checkbox"/>	2.	Emergency System Operation – continue fanning until park brake applies. (45-20 psi)
	3.	Build Up Time – set idle at 1200rpm, time from 50 -90psi (3 minutes or less)  <input type="checkbox"/> Governor Operation – a) Build pressure to cut out between (115-135psi) b) Release park brakes: fan down if necessary to about 90-95psi watch to see if pressure builds approx. 25psi
<input type="checkbox"/>	4.	Rolling Response Test - Roll ahead and apply park brake Roll ahead and apply foot brake (Both should hold)
<input type="checkbox"/>	5.	Make sure air pressure is up to at least 90psi before moving

**10. POST TRIP**

<input type="checkbox"/>	Idle engine 2-5 minutes - Shut down all electrical accessories
<input type="checkbox"/>	Check Gauges
<input type="checkbox"/>	Check inside of the bus (items left behind/sleeping students)
<input type="checkbox"/>	Check seats (damage)
<input type="checkbox"/>	Sweep floors
<input type="checkbox"/>	Shut off engine / deactivate child check mate
<input type="checkbox"/>	Walk around outside check – damage/cleanliness
<input type="checkbox"/>	Ensure rear emergency door doesn't freeze closed in winter
<input type="checkbox"/>	Plug in if needed
<input type="checkbox"/>	Report any damage/fluid leaks

**11. AIR BRAKES**

<input type="checkbox"/>	Pull tabs and drain tanks or	<input type="checkbox"/>	Turn valves to drain tanks
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Instructor's name

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Instructor's signature