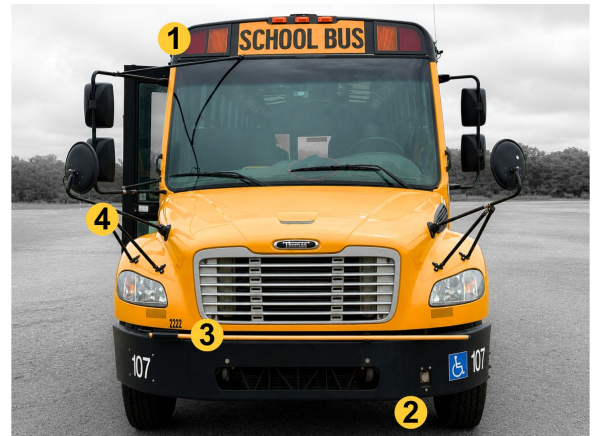


Pre-Trip Inspection Study Guide

Front of Bus



- Light covers, reflectors: no missing, no damage ❶
- Bus at floor level, wheels chocked, no leaks ❷
- Crossing bar: secured ❸
- Mirrors: secured, no damage ❹
- I'm checking this side the same way as the other side.

20260712 Alex Loyola

Children Pickup/Drop off

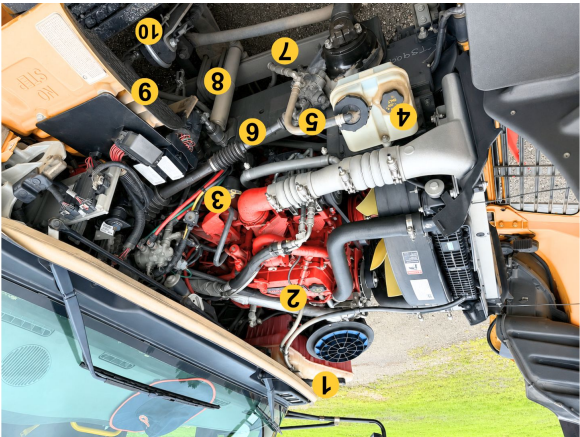
1. At 200 ft turn Amber Lights.
2. Stop at 10 to 15 ft from *Stop*.
3. **Deploy Stop Signs** (door switch up half way).
4. **Pull Parking Brake.**
5. *If stop is **across the road**, on pick up use hand to make them wait until is save to cross.*
6. Check for All Clear.
7. Open door (door switch up all the way).
8. Let children in. *On drop off, tell them to walk 20 steps in front of the bus and wait until I indicate is safe to cross.*
9. Close door (door switch down half way).
10. Check All Clear. *On drop off, make sure it's safe, indicate children to cross. Wait until are on the other side all the way.*
11. *Check for children/hazards around bus.*
12. When clear, **push Parking Break.**
13. **Close Stop Signs** (door switch down all the way).

Right Side



- I'm checking everything as I did on the other side.
- Fuel tank ❶: cap is tight, no leaks.
- DEF tank ❷: cap is tight, no leaks.
- Door light cover, reflector ❸: no missing no damage.

Engine Bay



- *Open engine.* I'm listening for air leaks.
- Coolant fluid ①: at level, no leaks.
- Oil filled ②, oil check ③.
- Power steering fluid ④: at level, no leaks.
- Hoses and connections ⑤: secured, no leaks.
- Steering rod and gear box ⑥: secured, no leaks.
- Spring leaf, front/back brackets, U-bolts ⑦: secured.
- Shock absorbent (1 of 4) ⑧: secured, no leaks.
- Air Hose and ABS lines ⑨: no damage, no leaks.
- Brakes ⑩: no grease or oil.

Inside Inspection



- Doors work freely. Windows: no damage. Seals: no damage ①.
- Hand rails ②: secured.
- Step mat ③: secured, no debris.
- Body fluid kit, first aid kit: secure, fully stocked ④.
- Emergency kit ⑤: 3 triangles, spare fuses, secured.
- Fire extinguisher ⑥: secure, pin is in place, needle is in the green, tag up to date.
- Windshield: no damage. Mirror: secured, no damage. *Close door.*
- Door is close -> Parking brake is pulled -> Bus is in Neutral.



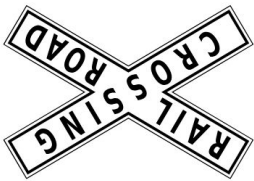
Procedures

KBK (Kids -> Brake -> Keys)

1. Once done check for sleeping kids, open and close back door and/or scan QR code.
2. Empty air compressor.
3. Get the bus keys.

Emergency Stop

- Find safe area to park.
- Turn Hazards on.
- Turn wheels all the way to the right.
- Bus in Neutral -> pull parking brake.
- If stop for over 10 minutes, deploy triangles.

 Regulatory	 Warning
 No Passing Zone	 School Zone
 Railroad Crossing	 Railroad Warning
 YIELD	 STOP

State Class Exam

- Only perform Heimlich Maneuver if victim cannot breath.
- Do not load/unload closer than 100 ft from intersections or railroad crossings.
- Most dangerous maneuver: Backing.
- Kill most kids: Loading and unloading.
- Danger zone: 12 ft around the bus.
- Doubling speed increases stopping distance x4.
- If ABS lights comes up, continue driving, report to get it fixed.
- Guide 17 is all about safety.
- A special needs bus driver may discuss a child condition with those that "need to know" as per law.
- IEP = Individualized Education Program
- Front and back door evacuation can be used at the same time, they're not *primary* or exclusive.
- 4 seconds is the minimum time interval to maintain behind a vehicle.

Always aim for safety

Front of Bus

Left turn signal, right turn signal. Hazards.
Headlights. High beams.
Amber lights. Door half way.

Rear of Bus

Left turn signal, right turn signal. Hazards.
Amber lights. Door half way.
Break. Reverse*.

**Make sure to press brake all the way before switching to Reverse and wait until you heard beeping.*

Once inspector comes back on the bus:

Governor reaches 120 to 140 psi and shuts off.

Tug Test

Foot on break -> Bus in Drive -> Parking brake off. Accelerate all the way, release and do it again. The bus did not move. The Parking Brake is working.

5 Miles an hour Test

Turn on head lights and hazards -> Release parking brake -> Accelerate to 5MPH. Break gently while releasing hands from steering wheel.

The bus didn't move left or right.

Complete inspection with KBK.

Tires



- Tires: properly inflated, thread depth 4/32 ❶, sidewall no damage ❷.
- Rim ❸: factory welded only.
- Lug nuts ❹: no rust, secured.

Rear tires minimum thread is 2/32.

- *Seat on driver seat, fasten seat belt.*
- *Seat belt: leash and unleash. Horn works.*
- *Mirrors are properly adjusted.*
- *Start the bus.*
- *ABS and DEF lights did not come on.*
- *There are at least 2 bars of DEF.*
- *Checking heater. Turn on heater pump. Check all 3 heaters. Heaters are working.*
- *Turn all air flow knobs to the right. Put hand over dashboard. Defrost working.*
- *Windshield cleaner and wipers: working condition.*

Lights check (Inside)

Identify the light indicators on the panel.

- Left turn signal
- Right turn signal.
- Hazards.
- Headlights.
- High beams.

Left Side



- Light covers, reflectors: no missing, no damage.
- Stop sign ❶: secure, no damage.
- Battery ❷: no damage, connectors secured, no corrosion, no leaks or debris in the tray.
- Under bus. No damage to the frame ❸.
- Rear Stop sign ❹: secure, no damage.

Rear of Bus

- Light covers and reflectors: no missing, no damage
- Under bus. Steel cage with fuel tank: no leaks

Seats check

- While I'm waiting for the governor to reach 120 to 140 psi, I'll check Seats and Emergency Exits.
- Leave bus running and walk all the way to the back of the bus graving each seat back making sure are secured.
- Unlock any emergency window: Emergency window alarm works.
- At back of bus unlock emergency door to hear alarm.
- Go back to front checking that each seat is secured.
- Emergency hatch: open and verify alarm.

Rail Road Crossing

1. When approaching rail road crossing, open driver's window, switch Active Noise.
2. At 500 ft turn Hazards.
3. Stop 15 to 50 ft from railroad.
4. Pull Parking Brake.
5. Open door (keep hand on switch).
6. Listen and Look; left, right, left. Make sure there is space for the bus on the other side of rail tracks.
7. When clear, close door.
8. Push Parking Break.
9. Move on as fast as possible.

Air Brakes Test

Sit on driver seat, fasten seat belt.
Bus is at ground level, wheels are chocked.
Seat belt is on and I'm about to start my brake test.
Governor reaches 120 to 140 psi and shuts off.

3 PSI Loss Check

Engine off -> key to Run.

- 1) Put foot on the brake all the way down.
- 2) Disable Hand Break.
- 3) Hold brake down for 1 minute.

60 PSI Warning System Check

I'll pump the brake pedal until pressure hits the 60 psi and I'll see 2 visual alarms and hear one audible alarm.

40 PSI parking break

Now I'll continue pumping it down until the Parking Brake pops out at 40psi.

Lights check (Outside)

Crank the bus up and ask instructor:

While I'm waiting for the air pressure, would you please go out to check my lights outside?