

HEAD START PRE-TRIP PROCEDURE

1. As you approach the vehicle: check for (use a flashlight if necessary)

- a. Damage to body, vehicle leaning to one side, anything unusual.
- b. Fluids underneath (puddles or “static” leaks - oil, coolant, grease, fuel)
- c. Hanging items (wires, tailpipe, drive shaft)
- d. Objects beneath or around the vehicle.
- e. Open hood and inspect:
 - I. Alternator and belt - for loose bolts, tension, condition
 - II. Radiator - condition- fan-cap-fluid level
 - III. Power Steering- level, box, hoses
 - IV. Water Pump- condition-belt-hoses-leaks
 - V. Air Compressor/ Master cylinder-lines-level-condition
 - VI. Check oil level and Transmission fluid
 - VII. Washer fluid
 - VIII. Check for leaks, loose bolts/brackets/hoses all around engine

2. Axles and Undercarriage. Starting with the Right Front wheel and checking each axle, working around vehicle: Check for loose parts, cracks, leaks, damage to:

- a. Steering parts (front only)- steering rod-steering box-Pittman Arm, Drag Link, Steering Arm, TieRod.
- b. Suspension Parts- Shocks, Springs, Hangers
- c. Brake Parts - Brake lines, slack adjuster (if present), shoes, drum
- d. Wheel parts- tire wall, tread, valve stems; tire rim; lug nuts; tire pressure
- E. Undercarriage- check exhaust pipes, hangers, driveline, frame
- f. Fuel tank- Look for leaks, loose brackets; check cap and fuel door.

3. INTERIOR Enter vehicle:

- A. Make sure parking brake is set
- B. Hydraulic Brakes: Press down on brake pedal, listening for “whirring” sound of brake booster motor. Turn key on, look for engine warning light.
- C. Start engine- listen for unusual noises (engine knocking,etc.) Feel brake pedal for mushiness or fading. And watch for engine light to go out.
- D. Check reading on oil pressure gauge first, then all gauges. (Voltmeter, ammeter, etc.)
- E. Pull against Park Brake
- F. Release park brake, Pull against foot brake
- G. Pull forward twice, stopping abruptly to check brake pedal
- H. Check steering wheel play
- I. Check horn
- J. Check function of all controls and switches (top to bottom, left to right, high and low)
- K. Check indicator lights
- L. Check all mirrors for condition and adjustment
- M. Check wipers for proper operation, condition, and washer fluid application.
- N. Check Emergency Equipment: First Aid Kit, Fire Extinguisher, Fluid Kit, Fuses, Reflectors, Seat Belt Cutter
- O. Activate: Amber Student Lights, High Beams & Left Turn signal. Check in front.
- P. Walk to back of bus, checking securement of seats, Emergency Exits, windows
- Q. Open rear Emergency Door, checking rear Ambers and Left Turn signal
- R. Walk back to front checking: seat upholstery, floor condition, seat belts
- S. Change to Low Beam Head Lights, Change Left turn signal to Right Turn

signal and open loading door to activate red student lights.

T. Check Entrance and stepwell: Mat, handrail, light as you exit.

3. Exterior: Walking around the vehicle, check:

- a. Front: Low beams, Red Safety Lights, Marker Lights, Right turn signal
- b. Body, paint and lettering on all four sides
- c. All glass and mirrors for damage
- d. Bumpers, license plate, tow hooks for securement.
- E. Reflectors & lenses
- f. Emergency Exits on outside
- g. Rear: Red Safety Lights, Tail Lights, Right Turn Signal, Marker Lights, Unlawful to pass sign.
- H. Battery: compartment door, leaks

4. Last Three Light check: Turn off Red Safety Lights, Cancel turn signal, Turn off headlights. Turn bus motor off. Turn on: key in ignition to accessory, Place transmission in reverse, Emergency Flashers (4 ways, hazard lights); Prop brake pedal with stick or other object to activate brake lights.

CHECK:

- a. Brake Lights
- b. Back up lights
- c. Hazard Lights (front and rear)

Notes: The Under the Hood checks MUST be made once **every day** the bus is in service!