

# **North Carolina School Bus Inspection Manual**

## **Regulations And Procedures**



*Public Schools of North Carolina  
January, 2005*

## ATTENTION

This manual has been developed for those engaged in school bus or activity bus inspection with the goal of inspection uniformity thereby increasing the likelihood that fewer buses will be operated in an unsafe condition. **(From this point forward, activity buses are referred to as school buses.)**

A committee from a variety of Federal & State resources developed the regulations described herein. North Carolina General Statute 115C-248(a) states the following: The superintendent of each local school administrative unit, shall cause each school bus owned or operated by such local school administrative unit to be inspected at least once each 30 days during the school year for technical defects or other defects which may affect the safe operation of such bus.

This means that each school and activity bus being operated is required an inspection every 30 (calendar) days. A computer database operated by the state schedules buses for inspection and causes them to appear 10 days before they exceed the required 30-day interval. This should give technicians ample time to conduct the inspection before they are in violation of N.C.G.S 115C-248(a).

Any questions, comments, or inquiries regarding this inspection manual shall be directed to the North Carolina Department of Public Instruction, Transportation Services Section. Phone # 919-807-3570

All North Carolina School Systems may copy and reproduce this document for their personnel. Anyone else wishing to copy this manual is requested to contact the North Carolina Department of Public Instruction, Transportation Services Section.

**A copy of this manual must be present during each 30-day inspection.**

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## MESSAGE TO TECHNICIANS

This manual has been prepared by the statewide committee as a guideline for the proper inspection of school buses. It includes federal and state regulations and procedures identified in previous editions of this manual and others identified by the committee. It is intended for adoption by the State Board of Education under G.S. 115C-240(c). These regulations and procedures are designed to provide the safest transportation possible for the precious cargo being transported by North Carolina school districts. Any deviation from these regulations and procedures could result in the injury or death of our passengers. The Transportation Department plays a vital role in the education and development of North Carolina's school children. By maintaining a safe school bus, the bus technician helps provide a means for a child to get to school and obtain an education.

This publication attempts to cover a majority of the items that are required to be inspected and serviced on school buses for the 30-day inspection. Due to evolving specifications and make-up of schools buses, it would be virtually impossible to include every single item that could malfunction. When a problem is encountered that is not covered in this manual, the safety of the bus driver, passengers and motoring public should always be the most important factor considered. It will be up to the mechanic doing the inspection to make the decision whether the bus should be allowed to stay in service or be replaced by a spare until repairs are made.

It is highly recommended that a technician *and* an assistant inspect a school bus. One person will assist in various light checks, braking checks and steering checks from the driver seat. The technician will be outside of the bus to verify that the different systems are working properly.

The inspection and repair of a school bus is to be broken down into two steps.

- 1) The bus must be properly inspected for defects. This process should not be interrupted once an inspection has begun. The inspectors must carefully check all the items listed on the TD-30 inspection form. If a defect is found, the problem must be noted at the proper place on the form. No repairs shall be made until the inspection process is completed.
- 2) After completing the inspection, the technicians should review the defects found and repair them. A TD-18 shall be filled out to indicate repairs made. If it becomes apparent that a bus with an out-of-service defect cannot be repaired before it is to be dispatched on the next route, a spare vehicle must be secured.

The technician should review this manual often in order to achieve the best possible results.

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## **BRAKES**

### **BRAKE TESTING PROCEDURE**

Inspection criteria for this section are based upon **Federal Motor Carrier Safety Regulations**.

An inspector or technician on all school buses shall perform a brake performance test when PM services are conducted. A consistent method for brake testing is to use a brake-testing device during each 30-day inspection and record braking efficiency on an inspection form. A reading between 60-65 percent should result in further investigation of the braking system by the technician. This brake performance test will not override any other defect found during the brake inspection. **REGARDLESS OF THE TYPE OF BRAKING SYSTEM USED ON THE BUS, IT MUST BE ABLE TO PRODUCE A BRAKING EFFICIENCY OF AT LEAST 60 PERCENT UNLOADED.**

**The vehicle shall be removed from service until repairs are made if brake reading is below 60 percent.**

The purpose of requiring 60 percent braking efficiency is to be able to test the bus while unloaded. Sixty (60) percent braking efficiency is the equivalent of the 43.5 percent braking efficiency required by law with a full load. Best results will be obtained if brakes are depressed fully but not locked during meter testing.

#### **393.52 Brake Performance**

- (a) Upon application of its service brakes, a motor vehicle or combination of motor vehicles must under any condition of loading in which it is found on a public highway be capable of:
  - (1) Developing a brake force at least equal to the percentage of its gross weight specified in the table in paragraph (c) of this section;
  - (2) Decelerating to a stop from 20 miles per hour at not less than the rate specified in the table in paragraph (c) of this section; and
  - (3) Stopping from 20 miles per hour in a distance, measured from the point at which movement of the service brake pedal or control begins, that is not greater than the distance specified in the table in paragraph (d) of this section.
- (b) Upon application of its emergency brake system and with no other brake system applied, a motor vehicle or combination of motor vehicles must, under any condition of loading in which it is found on a public highway, be capable of stopping from 20 miles per hour in a distance, measured from the point at which movement of the emergency brake control begins, that is not greater than the distance specified in the table in paragraph (d) of this section.
- (c) Conformity to the stopping-distance requirements of paragraphs (a) and (b) of this section shall be determined under the following conditions:
  - (1) Any test must be made with the vehicle on a hard surface that is substantially level, dry smooth, and free of loose material.
  - (2) The vehicle must be in the center of a 12-foot-wide lane when the test begins and must not deviate from that lane during the test.

(d) Vehicle brake performance table:

Type of Motor Vehicle (1)	Service Brake Systems			Emergency Brake Systems
	Braking force as a Percentage of gross Vehicle or combination weight (2)	Deceleration in feet per second per second (3)	Application and braking distance in feet from initial speed of 20 m.p.h. (4)	Application and Braking distance in feet from initial speed of 20 m.p.h. (5)
A. Passenger-carrying vehicles. (1) Vehicles with a seating capacity of 10 persons or less, including driver, and built on a passenger car chassis.....	65.2	21	20	54
(2) Vehicles with a seating capacity of more Than 10 persons, including driver, and built on a passenger car chassis; vehicles built on a truck or bus chassis and having a manufacturer's GVWR of 10,000 pounds or less.....	52.8	17	25	66
(3) All other passenger-carrying vehicles....	43.5	14	35	85
B. Property-carrying vehicles. (1) Single unit vehicles having a manufacturer's GVWR of 10,000 pounds or less.....	52.8	17	25	66
(2) Single unit vehicles having a manufacturer's GVWR of more than 10,000 pounds, except truck tractors. Combinations of a 2-Axle towing vehicle and trailer having a GVWR of 3,000 pounds or less. All combinations of 2 or less vehicles in a driveway or towaway operation.....	43.4	14	35	85
(3) All other property-carrying vehicles and Combinations of property-carrying vehicles.....	43.5	14	40	90

**NOTE:**

- (a) There is a definite mathematical relationship between the figures in columns 2 and 3. To obtain the percentage of braking force take the deceleration number and divide by 32.2 feet per second. (For example, 21 divided by 32.2 equals 65.2 percent.) Column 2 is included in the tabulation because certain brake-testing devices utilize this factor.
- (b) The decelerations specified in column 3 are an indication of the effectiveness of the basic brakes, and as measured in practical brake testing are the maximum decelerations attained at some time during the stop. These decelerations as measured in brake tests cannot be used to compute the values in column 4 because the deceleration is not sustained at the same rate over the entire period of the stop. The deceleration increases from zero to a maximum during a period of brake-system application and brake-force buildup. Also, other factors may cause the deceleration to decrease after reaching a maximum. The added distance, which results because maximum deceleration is not sustained, is included in the figures in column 4 but is not indicated by the usual brake-testing devices for checking deceleration.
- (c) The distances in column 4 and the decelerations in column 3 are not directly related. "Brake system application and braking distance in feet" (column 4) is a definite measure of the overall effectiveness of the braking system, being the distance traveled between the point at which the driver starts to move the braking controls and the point at which the vehicle comes to rest. It includes distance traveled while the brakes are being applied and distance traveled while the brakes are retarding the vehicle.
- (d) The distance traveled during the period of brake-system application and brake-force buildup varies with vehicle type, being negligible for many passenger cars and greatest for combinations of commercial vehicles. This fact accounts for the variation from 20 to 40 feet in the values in column 4 for the various classes of vehicles.

The term "GVWR" refers to gross vehicle weight rating and the term "GVW" refers to gross vehicle weight.



## **BRAKE STROKE MEASUREMENT & BRAKE ADJUSTMENT**

Another way to determine if the brakes require adjustment is to measure the at-rest and applied distance of the brake push rods. This procedure is to bring reservoir pressure between 90 and 100 psi (620-690KPA), turn the engine off, release the park brake, and take an at-rest measurement from the end of the brake chamber to the center of the push rod clevis. Re-apply the brakes and check the measurement again at the same points. Subtract the difference and this would be your applied stroke. Then check the chart for the appropriate brake chamber and determine if the brake needs adjusting. **Refer to manufacturer's service manual for correct brake adjustment procedure.**

### **Commercial Vehicle Safety Alliance North American Uniform Out-Of-Service Criteria Reference Charts**

#### **CLAMP TYPE BRAKE CHAMBER DATA**

<b>TYPE</b>	<b>OUTSIDE DIAMETER</b>	<b>BRAKE ADJUSTMENT LIMIT</b>
6	4-1/2" (114mm)	1-1/4" (32mm)
9	5-1/4" (133mm)	1-3/8" (35mm)
12	5-11/16" (145mm)	1-3/8" (35mm)
16	6-3/8" (162mm)	1-3/4" (45mm)
20	6-25/32" (172mm)	1-3/4" (45mm)
24	7-7/32" (184mm)	1-3/4" (45mm)
30	8-3/32" (206mm)	2" (51mm)
36	9" (229mm)	2-1/4" (57mm)

**NOTE: A brake at the adjustment limit is not a violation.**

#### **"LONG STROKE" CLAMP TYPE BRAKE CHAMBER DATA**

<b>TYPE</b>	<b>OUTSIDE DIAMETER</b>	<b>BRAKE ADJUSTMENT LIMIT</b>
12	5-11/16" (14.5cm)	1-3/4" (4.5cm)
16	6-3/8" (162mm)	2.0" (51mm)
20	6-25/32" (172mm)	2.0" (51mm)
24	7-7/32" (184mm)	2.0" (51mm)
24*	7-7/32" (184mm)	2.5" (64mm)
30	8-3/32" (206mm)	2.5" (64mm)

**\* For 3" maximum stroke type 24 chambers**

**NOTE: A brake at the adjustment limit is not a violation.**

## INSIDE BUS- BRAKE COMPONENT CHECK

**Air Brakes** – All of the following items shall be inspected on Air Brake Equipped Vehicles:

- 1) Air Pressure Gauges – On buses built after March 1975, check for the presence of two gauges (or single gauge with dual needles). One gauge or needle should indicate air pressure available to the primary air brake system, and the other should indicate air pressure available to the secondary brake system. Both gauges must be accurate to within  $\pm 7\%$  (at 100 lbs.  $\times 7\% = 7\text{lbs.}$ )

**The vehicle shall be removed from service until repairs are made if gauge(s) are not working.**

**Note: If bus is equipped with anti-lock braking system, refer to appropriate Manufacturer's Service Manual for inspection criteria.**

- 2) Air Compressor Governor – Check air brake system governor operation. While building up system air pressure, note pressure at which governor cuts-out (compressor quits compressing). With engine still running, pump brakes to lower air pressure until governor cuts-in (starts compressing again). Note: Repairs should be made if cutout pressure is below 120 p.s.i.

**The vehicle shall be removed from service until repairs are made if the cutout pressure is too low (below 100 p.s.i.) or too high (above 130 p.s.i.).**

- 3) Air Compressor Operation – Air reservoir shall be drained thoroughly before making this check. Check time required for system air pressure to build up from 85 to 100 psi with engine at fast idle (approximately 1,200 R.P.M.). Repairs shall be made if time for system buildup (85-100 p.s.i.) exceeds 40 seconds. Air compressor should also be checked for oil leaks.

- 4) Parking Brake – With vehicle stopped, apply park brake. Place transmission selector in drive position and accelerate engine to a fast idle (approximately 1,200 rpm's), vehicle should not move forward.

**The vehicle shall be removed from service until repairs are made if vehicle moves with parking brake applied.**

**Note: Buses equipped with Rear Diesel engine and Allison World Transmission shall be checked at 900 R.P.M.**

- 5) Air Leaks – To check the vehicle for air leaks the system shall be charged to (100 p.s.i. minimum). The engine should then be turned off, and the park brake released. **Make sure a wheel chock secures the vehicle to prevent any movement.** With brakes in released position, check for air pressure leak (pressure drop) for at least one (1) minute. Note pressure drop, if any. Firmly apply the service brake. Do not release. Note pressure drop, if any. If air is leaking, but the rate is less than two (2) psi per minute (brakes released) or 3 psi per minute (with service brake applied) repair the vehicle. **The vehicle shall be removed from service until repairs are made if: pressure leaks more than two- (2) psi per minute (brakes not applied); more than three- (3) psi per minute (with service brake applied).**

- 6) Low Air Warning – Check operation of low air warning buzzer and light by building air pressure to 100-125 psi and perform the following procedures. a) Switch ignition key switch to on position. b) drop air pressure. Low air warning buzzer and light should activate by the time the pressure drops to 50 psi. c) Start the engine and build system air pressure. Warning buzzer and light should

deactivate by 70 psi. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist:**

- **Low air warning light is inoperative.**
- **Low air buzzer is inoperative.**
- **Buzzer or light fails to operate by 50 psi or continues to operate above 70 psi.**

**Note:** If air brake gauge failed previous check for accuracy, do not perform this check until gauge is repaired.

**Hydraulic Brakes** – All of the following items shall be checked on hydraulic brake equipped vehicles:

- 1) Any visible leaks in the brake or hydraulic assist system. **The vehicle shall be removed from service until repairs are made if any leaks are found in the brake or hydraulic system.** Check the brake warning and backup systems using the appropriate manufacturer procedure below.

<b>Brake Failure Warning System Check</b>	
NAVISTAR	
<b>CONDITION</b>	<b>NORMAL OPERATION</b>
<b>PARK BRAKE LIGHT</b>	
Key switch in START position w/park brake released – (Bulb check).	Light ON
Key switch ON w/park brake applied.	Light ON
<b>BRAKE PRESSURE LIGHT</b>	
Key switch OFF.	Light OFF, electric hydraulic Pump operates when service Brakes are applied.
Key switch in ON position. Engine not operating (pump and bulb check).	Light ON and electric hydraulic Pump operation (some vehicles) SEE NAVISTAR MANUAL. Light ON and electric hydraulic Pump operates when service Brakes are applied.
Key switch in START position.	Light ON momentarily and Electric hydraulic pump operates
Key switch in ON position and Engine operating with service Brakes applied.	Light OFF.

- 2) Check brake pedal reserve (distance from floor) upon one firm brake application (engine off, hydraulic boost depleted). **The vehicle shall be removed from service until repairs are made if brake pedal (reserve) is less than one inch from floor.**
  - a) Check brake pedal fade (continues to fall to floor after initial firm application) with engine off. **The vehicle shall be removed from service until repairs are made if there is any brake pedal fade (falling away) after initial firm application.**
  - b) Check all brake hardware and components inside the bus for secure mounting, routing, and condition including pushrod and clevis assembly, brake pedal assembly and rubber cover pad

- (if originally equipped). Repair rubber cover if it is worn. **The vehicle shall be removed from service until repairs are made if rubber cover pad is missing or worn out.**
- c) Check the emergency brake control assembly. **The vehicle shall be removed from service until repairs are made if emergency brake control assembly is hard to operate or doesn't latch and release properly.**
- d) Parking Brake Operation– With vehicle stopped (engine running), apply park brake. When engine torque is applied by placing transmission selector in “Drive” and accelerating the engine to a fast idle (approximately 1,200 rpm's) the vehicle should not move forward. **The vehicle shall be removed from service until repairs are made if park brake doesn't hold or functions improperly.**

### **INSIDE BUS-STEERING COMPONENT CHECK**

Check for play in the steering system (at the steering wheel) using the following procedures:

- 1) Visual check – from inside the bus with the engine running, rotate the steering wheel lightly from side to side until the turning motion is observed at the tires and note free play (lash) at the steering wheel outer diameter. This procedure must be performed with the vehicle on the ground. Repair steering wheel if cracked (plastic) or worn in the contact area. **The vehicle shall be removed from service until repairs are made if free play (lash) exceeds the amounts specified in the chart below.**

#### **STEERING WHEEL PLAY (LASH) MEASUREMENTS**

Steering Wheel Size	Free Play (Lash) Measurements Power Assist
16" or less	4-1/2" +
18"	4-3/4" +
20"	5-1/4" +
22"	5-3/4" +
<p><b>Note: For power systems, if steering wheel movement exceeds 45 degrees before steering axle tires move, proceed as follows: Rock steering wheel left to right between points of power steering valve resistance. If that motion exceeds 30 degrees the vehicle shall be placed out of service until repaired.</b></p>	

To check power assist operation run the engine at fast idle turning the steering wheel a full right and left turn to feel for binding, jamming, or belt slippage.

- 2) Steering column- Check steering column inside bus for up and down play (perpendicular to shaft) and for proper mounting. The firewall rubber boot should also be checked for proper seal. Make repairs if the boot is found damaged or torn. **The vehicle shall be taken out of service until repairs are made if any of the following conditions exist:**

- Side-to-side play in steering column exceeds ¼ inch or up and down play exceeds one (1) inch.
- Column assembly mounting (including floor mounting plate) or fasteners are loose.

- **Tilt/telescopic assembly (if equipped) will not stay in the locked position.**
- **Steering column U-joint inside the bus (if equipped) is loose, damaged, or noisy after lubrication.**
- **Flexible coupling, if equipped (rag joint) has loose or missing fasteners, damaged flexible disc, or elongated holes.**
- **Any column U-joint, pinch bolt, other column fasteners, or input shaft coupling is loose, damaged, or missing.**
- **Steering gearbox is loose on frame, or fasteners or lock tabs are loose or missing.**

## **OUTSIDE BUS-STEERING COMPONENT CHECK**

Steering Gear Box and other external components will be checked using the following procedure:

1) Vehicle shall be on the ground and not suspended. Have an assistant move the steering wheel back and forth repeatedly to load steering components. Visually observe the following external steering and related suspension/frame components for looseness while the assistant works the steering (also see specific procedures under each component).

- a) Column shaft, hardware, and steering linkage boots
- b) Column U-joints or flexible coupling (as equipped)
- c) Coupling at steering gearbox
- d) Steering gearbox
- e) Pitman Arm
- f) Drag link
- g) Steering knuckle or arms
- h) Tie rod ends
- i) Idler arm (as equipped)

Check the vehicle frame cross members and frame cross members and frame braces (including associate rivets and fasteners for looseness and condition).

- 2) Have the assistant carefully operate steering to full left and right turn, check for power assist pop off, and steering stops.
- 3) As a follow-up to the above steering check, also perform a visual and hands-on check of each of the listed components. See the following chart for details of component inspection.

Inspection Procedures	Repair (or note) If:	Out of Service if:
<b>Steering Gear Box Mounting</b>		
Check mounting, condition, and tightness of steering gear box, and check frame, frame braces, and associated rivets or fasteners for looseness and condition.		<u>Steering gear box loose or any mounting bolts loose or missing.</u>  <u>There is any binding in steering gear box.</u>
<b>Pitman Arm</b>		
Check the pitman arm for looseness or misalignment at sector shaft splines and looseness at all joints. Check looseness of pinch bolt and fasteners and condition of pitman arm.	Pitman arm grease fitting (if originally equipped) is loose or missing (repair).	<u>Any play is observed between pitman arm and sector shaft.</u>  <u>Pinch bolt at sector shaft is loose or missing.</u>  <u>Pitman arm to sector shaft timing marks are misaligned.</u>

Inspection Procedures	Repair (or note) If:	Out of Service if:
<b>Drag Link</b>		
<p>Check the drag link ends, shaft, and fasteners for looseness and condition (on vehicles with I-beam suspension).</p>	<p>Any drag link end grease fitting (as equipped) is loose, or missing, or will not take grease (repair).</p> <p>Drag link end boot is damaged or missing (repair).</p> <p>Drag link needs lubrication (repair).</p> <p>Drag link dust boot (as originally equipped) is cut, damaged, or missing (repair).</p>	<p><u>Drag link ball stud is loose in pitman arm or upper steering arm.</u></p> <p><u>Any nut is loose or missing, or cotter pin is missing.</u></p> <p><u>Drag link shaft is damaged or bent.</u></p> <p><u>Drag link end (non-adjustable type) has more than 1/16 inch axial (not rotational) play.</u></p> <p><u>Horizontal socket type (adjustable) drag link end has more than 1/16 inch axial or lateral play.</u></p>
<b>Steering Arm</b>		
<p>1) Check upper steering arm (Ackerman arm) and left and right side lower steering arms for securement and condition.</p> <p>2) Check condition and securement of steering stops and lock nuts.</p>		<p><u>Any steering arm has been bent, is cracked, or is damaged.</u></p> <p><u>Any steering arm attachment point is loose, or any fasteners, or cotter pin is missing.</u></p> <p><u>Either steering stop or lock is loose, damaged, or missing.</u></p>
<b>Tie Rod and Ends</b>		
<p>check the tie rod ends, tie rod, dust boots, and clamps or fasteners (as equipped) for looseness, damage, and condition.</p>	<p>Tie rod end dust boot is cut, damaged, or missing (repair).</p> <p>Tie rod end needs lubrication (repair).</p> <p>Any tie rod end grease fitting is loose, or missing, or will not take grease (repair).</p>	<p><u>Tie rod clamps, fasteners, or cotter pin is stripped, missing, or loose.</u></p> <p><u>Any clamp (as equipped) is mispositioned.</u></p> <p><u>Any tie rod end is cracked or damaged.</u></p> <p><u>Any tie rod end has more than 1/16 inch axial play.</u></p> <p><u>Tie rod end ball stud is loose in steering arm or idler arm.</u></p>
<b>Idler Arm</b>		
<p>check idler arm assembly (as equipped) for looseness, damage, and condition.</p>	<p>Idler arm needs lubrication (repair).</p> <p>Idler arm grease fitting is loose, or missing, or will not take grease (repair).</p>	<p><u>Any idler arm fasteners are loose or missing.</u></p> <p><u>Idler arm is cracked, or damaged, or cotter pin is missing.</u></p> <p><u>Idler arm up and down play is greater than 1/4 inch total (1/8 inch either direction).</u></p>

## **OUTSIDE BUS BATTERY CHECK**

- 1) Hold down – Check for tightness, condition, and type of battery hold down. Make repairs as soon as possible if battery hold down assembly or tray is loose, corroded, or damaged causing insecure mounting of battery.
- 2) Battery Terminals – Check terminals for cleanliness, tightness, and condition. Make repairs as soon as possible if terminals are loose, damaged, corroded, or have missing hardware.

- 3) Battery Cables – Check cable assemblies for routing, securement, condition, and size. Make repairs if the following conditions exist: cable or insulation is cracked, damaged, or corroded; cable is misrouted, unsecured, or grommet is missing; cable is routed against the exhaust or any other extremely hot surface and, cable is smaller than original equipment size.
- 4) Cleanliness – Check cleanliness of batteries. Repair if battery top or sides are corroded, greasy, dirty, or wet with electrolyte. If battery is cracked or damaged it shall be replaced before operating.
- 5) Tray – Check battery tray for operation, condition, and securement. Make repairs if the following conditions exist: battery slide tray is corroded, dirty, or hard to slide in and out; battery slide tray securement device or tray stop is missing or nonfunctional; battery tray does not slide in and out; battery slide tray or box is damaged or deteriorated reducing security of batteries; battery box door does not open or will not stay latched.

## ENGINE COMPARTMENT

### FLUID LEVELS

- 1) Brake Fluid – Check fluid level and condition. Make repairs if any of the following conditions exist: level of brake fluid in either side of master cylinder reservoir is lower than ¼ inch from top or below “Add” mark (if equipped); brake fluid shows evidence of excessive water, oil, or dirt contamination. If fluid is low, an inspection shall be made. **The vehicle shall be removed from service until repairs are made if any evidence of a fresh leak is detected or fluid is excessively low (less than ¼ full).**
- 2) Power Steering Fluid /Hydraulic Brake Assist Fluid – Check the power steering reservoir fluid levels and condition. Make repairs if power steering fluid is below cold “Add” mark or if power steering fluid shows evidence of excessive water, oil, or dirt contamination. **The vehicle shall be removed from service until repairs are made if fluid is excessively low (less than ¼ full).**
- 3) Oil – Check the level and condition of oil. Repair if engine oil is below “Add” mark. **The vehicle shall be removed from service until repairs are made if no oil is observed on dipstick or evidence of fuel or water contamination in the oil.**
- 4) Transmission Fluid – Check the level and condition of transmission fluid. Make repairs if any of the following conditions exist: transmission fluid is below “Add” mark; transmission fluid shows evidence of excessive water or dirt contamination; transmission fluid shows need of servicing (discoloration and/or burnt smell). **The vehicle shall be removed from service until repairs are made if the transmission fluid is not present on dipstick or is above the full mark (overfilled).**
- 5) Windshield Washer Fluid – Check windshield washer fluid level. Make repairs if the reservoir is low or the windshield washer does not spray windshield.
- 6) Coolant – Check coolant (antifreeze) level and condition. Make repairs if any of the following conditions exist: coolant level in radiator or reservoir is low; coolant shows evidence of excessive oil, dirt, contamination, rust and corrosion. **The vehicle shall be taken out of service until repairs are made if coolant cannot be seen in reservoir or in radiator tank with cap removed.**

## **BELTS**

- 1) Tightness – Visually and physically check all drive belts for proper tension. If available, use a tension gauge. If a gauge is not available, use a ruler to measure the deflection of the belt (s) up and down at the widest point between the drive and driven pulley(s). Make repairs if any belt exceeds tension reading recommended by manufacturer, if a tension gauge is used. If ruler method is used, make repairs if any belt is less than ½ inch deflection (too tight) when firm pressure is applied. **The vehicle shall be taken out of service until repairs are made if any of the following conditions exist:**
  - Any belt tensioner that does not pivot or move freely and apply spring pressure on belt.
  - Any tension on belts that is too loose (based on specifications of type tension gauge used).
  - Tension of any belt (using ruler method) that is too loose when firm pressure is applied (greater than ¾ inch deflection).
  - Any slippage is detected.
- 2) Condition – Visually inspect belt(s) for glazing, oil contamination, dry rotting, cuts, and separation of plies. Check belts for twisting and distortion. Make repairs if any of the following conditions exist: belt is glazed; belt is oil saturated, dry-rotted, cut, or plies of belt(s) are separated; belt is distorted or twisted.
- 3) Routing – Visually inspect belt for rubbing or contact with objects other than pulleys and for routing around correct pulleys. Make repairs if any of the following conditions exist: belt is making contact with objects other than pulley or belt is routed around incorrect pulley.
- 4) Belt Alignment – Visually inspect belts for proper alignment. Make repairs if any belt is not inline or if any belt is misaligned that could result in failure.

## **HOSES**

**NOTE: References to hoses includes all types of hoses located in the engine compartment, including power steering, coolant, air compressor intake, vacuum, brake hydraulic assist, engine oil, and transmission hoses.**

- 1) Clamps and Connections – Visually and physically check that hose connections or clamp(s) are tight. Make repairs if any of the following conditions exist: hose connection or clamp(s) is loose or too tight digging into hose; hose connection or clamp(s) is stripped/damaged.
- 2) Condition – Visually inspect all hoses for cuts, abrasions, wear, oil saturation, dry rotting, or “ballooning.” Make repairs if any hose is cut, abraded, worn, oil saturated, dry-rotted, or “ballooned” to the point that failure could occur.
- 3) Routing – Visually inspect routing and securement of all hoses. Make repairs if any hose is misrouted or unsecured so heat damage, abrasion, or cuts could result in failure.

## **AIR FILTER ASSEMBLY**

Check air cleaner assembly (housing, lid, piping, gasket, seal, and clamp(s) for securement, condition and check filter minder). Check for presence of wing nut and seal (if equipped). Make repairs if any of the following conditions exist: any portion of the air cleaner assembly or mounting is loose or damaged,



including piping, nuts, bolts or clamps; worn or damaged seals/gaskets; any air or vacuum leaks or missing components. **Vehicle shall be removed from service if the diesel air filter restriction exceeds manufacturer's specifications.**

### **POWER STEERING PUMP**

Check securement and condition of power steering pump. **The vehicle shall be removed from service until repairs are made if any portion of the power steering pump, mounting brackets or fasteners is cracked, loose or missing.**

### **AIR COMPRESSOR AND FILTER**

Check securement and condition of air compressor and filter assembly. Make repairs if air compressor air filter (if equipped) is dirty or cover is missing. Make repairs if hose from engine air cleaner to air compressor is damaged, torn, or missing. **The vehicle shall be removed from service until repairs are made if compressor mounting brackets or fasteners is cracked, loose or missing.**

### **WATER PUMP**

Check condition of water pump and pulley. Make repairs if any of the following condition(s) exist: evidence of a coolant leak from the water pump, seal, gasket surface, or weep hole; water pump fasteners are loose, damaged, or missing. **The vehicle shall be removed from service until repairs are made if water pump is noisy, bearing is damaged, or coolant is leaking out.**

### **FAN**

Check fan blade and fan clutch assembly for securement and condition. **The vehicle shall be removed from service until repairs are made if:**

- Fan has any cracked, bent, or broken blades
- Any portion of fan mounting is loose
- Fan clutch is seized or loose.

### **ALTERNATOR**

1) Check securement and condition of alternator assembly. Make repairs if alternator is noisy. **The vehicle shall be placed out of service until repairs can be made if any portion of the alternator, mounting brackets or fastener is cracked, loose, or missing.**

2) Routing and Condition– Check routing, securement, and condition of all wiring and any electrical cable in the engine compartment. Make repairs if any of the following conditions exist: any loose, damaged, or corroded wiring connector or terminal end; if any repair has been made using improper gauge wiring. **The vehicle shall be taken out of service until repairs can be made if:**

- There is any unsecured or poorly routed wiring that could cause a potential short or fire due to abrasion.
- Heat damage.
- Burnt wiring or wiring missing insulation (other than ground wires) is present.

## FUEL SYSTEM AND LINES

Visually check the condition, operation, and securement of all fuel system components including fuel lines and routing in the engine compartment. Make repairs if any of the following conditions exist: evidence of dirt, algae, or water in the fuel water separator (if equipped); any unsecured, poorly routed, loose fuel line or hose that could cause potential fire due to abrasion or heat damage. **The vehicle shall be removed from service until repairs can be made if any fuel system connection is stripped, loose, cracked, or leaking.**

## RADIATOR

- 1) Radiator Mounting – Check radiator assembly and mounting for securement and condition. Make repairs if any portion of the radiator or mounting system is cracked, damaged, loose or missing fasteners.
- 2) Cap – Check condition of radiator cap. **Warning – always use proper procedures when removing radiator cap.** Make repairs if any of the following conditions exist: the radiator cap is hard to open or close; the radiator cap is the wrong pressure rating; visible damage to the pressure seat or vacuum relief seat of the cap. **The vehicle shall be taken out of service until repairs can be made if the radiator cap is missing.**
- 3) Reservoir – Check coolant reservoir (including any overflow tank) and sight glass (if equipped) for mounting and condition. Make repairs if any portion of the coolant reservoir or mounting system is cracked, damaged, leaking, loose or missing fasteners.
- 4) Fan Shroud – Check fan shroud for mounting and condition. Make repairs if any portion of the fan shroud or shroud mounting is cracked, damaged, loose, missing fasteners or fan shroud is missing.

## UNDERNEATH BUS

### FRONT SUSPENSION CHECKS

- 1) Wheel Bearings – Inspect front wheel bearings and related components for condition and proper adjustment of bearings.

**NOTE – It is important to correctly identify the source of any play. To determine if the play is in the wheel bearings, have an assistant fully apply the brakes while rechecking play. If movement disappears with brakes applied, then play was in the wheel bearings.**

Make repairs if any of the following conditions exist: minor seepage of grease or oil around the dust cover; dust cover or fasteners is loose or missing. **The vehicle shall be taken out of service until repairs can be made if: there is any noise, binding, or roughness discovered in bearings; wheel bearing endplay exceeds manufacturer's specifications (maximum of .010" in and out play measured at bearing hub).**

- 2) I-Beam – Inspect I-beam axle assembly. **The vehicle shall be taken out of service until repairs can be made if: I-beam has been cut, modified or damaged (other than qualified machine shop**

**to repair axle eye); there is any bluing or other evidence that the I-beam has been heated.**

- 3) King Pins – Inspect king pin assemblies. Make repairs if any of the following conditions are found: locking pin is loose; end cap O-rings or bolts are loose or missing. **The vehicle shall be taken out of service until repairs can be made if:**
- Locking pin is backing out, loose, or missing.
  - Kingpin movement is more than ¼ inch measured at the outside edge of the tire.
  - Vertical (up and down) play in kingpin assembly is greater than .030”.
  - Thrust bearing is damaged or missing.

**NOTE – If play is beyond specifications, wear may be kingpin, axle eye, and/or king pin bushings. Vehicle shall be removed from service if side play at outside edge of tire is greater than ¼ inch. Do not tighten kingpin lock (if equipped) or grease kingpin before inspecting kingpin assembly.**

- 4) Spring Hanger, Shackles and Attachments– Inspect condition of spring hangers and pinch bolts. Make repairs if any of the following conditions exist: front spring hanger has significant side wear at the spring eye; front spring hanger is worn, pinch bolt is stripped or missing so that spring pin cannot be clamped tightly. **The vehicle shall be taken out of service until repairs can be made if:**
- Any front spring shackle or hanger is loose, cracked, broken.
  - Front spring mount-to-frame fastener is loose, missing, broken, cracked.
  - Frame is cracked at any spring mounting location.
- 5) Pins and Bushings – Inspect pins and bushings as follows: Inspect front spring pins and bushings for wear, lubrication and securement. **The vehicle shall be removed from service until repairs can be made if wear exceeds ¼ inch or bushing is missing.**
- 6) A-Frames and Bushings – Inspect A-frames and bushings for condition and securement. Make repairs if rubber-bushing is split, badly deteriorated or badly extruded from suspension joints; **The vehicle shall be taken out of service until repairs are made if:**
- A-frame assembly is bent, missing or broken;
  - Fasteners/u-bolts are loose or missing;
  - Mounting of bushing assembly is not secure.
  - Rubber bushing is missing.
  - A-frame, bushing or pivot arm has more than .050 free play at pivot point.
- 7) Ball Joints – Inspect ball joints for condition, securement, and lubrication. Make repairs if any of the following conditions exist: zerk (grease) fitting is missing, damaged or ball joint will not take lubrication; any ball joint has more than 3/32-inch axial play. **The vehicle shall be taken out of service until repairs are made if the following conditions exist:**
- Ball joint mounting is loose or missing
  - Cotter pin is missing.
  - Ball joint to A-frame mounting is cracked, loose or has been welded.
- 8) U-Bolts – Inspect spring U-bolts for condition and securement. Make repairs if U-bolt is misaligned or rust underneath any U-bolt nuts indicates the possibility of looseness. **The vehicle shall be taken out of service until repairs are made if any shock mount bracket, U-bolt, seating plate or nut is loose, missing, cracked or stripped.**

- 9) Shocks – Inspect shocks for condition and securement. Make repairs if there is wetness around shock body due to leaking shock fluid or any shock mounting or fastener is loose. **The bus shall be removed from service until repairs can be made if any shock is broken or missing.**
- 10) Springs – Inspect front springs for condition, securement, and alignment. Make repairs if any of the following conditions exist: loose, missing, broken or worn spring clips; coil or leaf spring has flattened, and ride height is less than manufacturer’s specifications; rubber bumper is missing. **The vehicle shall be taken out of service until repairs are made if:**
- **Either front spring saddle is missing (if equipped).**
  - **Any leaf spring is broken, cracked or missing.**
  - **Spring eye is worn or spread such that bushings are loose in spring eye.**
  - **Coil spring is broken or insecurely mounted.**
  - **Non-OEM blocks or spacers are installed.**
  - **There is misalignment of spring leaves or other evidence that center pin is loose or broken.**
  - **Either front coil or leaf spring is worn so that the rubber frame bumper is damaged or worn due to frequent bottoming of front suspension.**
  - **Alignment wedge is loose or damaged.**
  - **Air bag type spring assembly is damaged/leaking.**
- 11) Wheel Seals – Check for condition and leakage. Make repairs if either front wheel seal is damaged or leaking. **Remove bus from service until repairs can be made if evidence of fresh oil is found on the brake linings, drums or rotors.**

### **FRONT BRAKES**

- 1) Brake Hoses – Inspect front brake flexible hoses for condition, securement, and routing. Make repairs if any of the following conditions exist: any front brake flex hose supporting brackets are damaged or have loose fasteners; any front brake flex hose is rubbing or routed against other components. **The vehicle shall be taken out of service until repairs can be made if;**
- **Any front brake hose or connection is leaking fluid or air pressure.**
  - **Any front brake hose is kinked, collapsed or bulging,**
  - **Any front brake hose has damaged plies, cords or is damaged below outer covering.**
- 2) Lines – Inspect air and hydraulic brake lines for routing, securement and condition. Make repairs if any of the following conditions exist: brake line bracket or securement system is loose or missing; brake line is rubbing on other components or abraded; brake line is not of OEM material, size or type. **The vehicle shall be taken out of service until repairs are made if; brake line is crimped or damaged significantly and restricting air pressure or hydraulic fluid; brake line or connection is leaking air pressure or hydraulic fluid.**
- 3) Chambers – Inspect front brake chamber assembly for securement, condition, and proper size. Make repairs if front brake chamber or mounting fastener is damaged/loose. **The vehicle shall be taken out of service until repairs can be made if;**
- **Front brake chamber-mounting bracket is cracked, bent or broken.**
  - **If either chamber is not of the original size.**
  - **Size of chambers is not matched left and right (both sides must be the same size).**
  - **Non-manufactured holes are found in the spring brake housing.**

- 4) Slacks – Inspect slack adjusters and S-cam assemblies for wear, condition, operation, and securement. Make repairs if any of the following conditions exist: slack adjuster mounted so that adjuster bolt is facing chamber; S-cam shaft and S-cam bushing total wear (up and down) is greater than .040”; S-cam in and out endplay is more than .060”; slack adjuster is dirty and prevents the lock sleeve from seating and the technician from inspecting for cracks. **The vehicle shall be taken out of service until repairs are made if:**
- Any portion of the slack adjuster or S-cam is missing, broken, cracked, or badly worn.
  - S-cam snap ring is missing.
  - Slack adjuster has a frozen or stripped worm gear or ratchet assembly.
- 5) Pushrods – Inspect pushrod assembly for condition, securement, and alignment. Make repairs if the following conditions exist: any portion of pushrod is rubbing against body of chamber or chamber is misaligned; pushrod on the left and right side are not mounted in identical (same) slack adjuster location hole (same effective slack adjuster length). **The vehicle shall be taken out of service until repairs are made if any portion of the pushrod assembly (locknut, pushrod, clevis and pin, or cotter pin) is loose, missing or damaged.**
- 6) Linings – Inspect brake lining through inspection cover or hole. **The vehicle shall be taken out of service until repairs are made if:**
- Lining is broken, cracked, or loose on shoe.
  - Shoe platform or webbing is cracked/damaged.
  - There is any loose, damaged, or missing foundation brake hardware within the drum.
  - Friction surface is contaminated with oil, grease, or brake fluid.
  - Lining with a thickness less than 3/16 inch on a continuous lining or 1/4 for a shoe with two pads. (IF EQUIPPED WITH DISC STYLE BRAKES, MINIMUM IS 1/8”)
- 7) Drums – Inspect front brake drums for condition. **The vehicle shall be removed from service until repairs can be made if:**
- There is any grease, oil or brake fluid on the inside of the drum.
  - Any drum is not mounted securely to hub.
  - Fasteners are loose.
  - Drums have external crack or cracks that open upon brake application.
- 8) Rotors – Inspect front brake rotors for mounting and condition. **The vehicle shall be removed from service until repairs can be made if:**
- Rotor mounting is not secure.
  - Friction surface is contaminated with oil, grease, or brake fluid.
  - Any rotor friction surface is significantly grooved or damaged.
- 9) Wheel Cylinders or Calipers – Inspect wheel cylinders or calipers for leaks, mounting and condition. Make repairs if brake lining/pad indicates tapered wear. **Vehicle shall be removed from service until repairs can be made if:**
- Any wheel cylinder or caliper is not securely mounted.
  - Loose or missing fasteners are present.
  - Rotor/ drum damage is observed.
  - Wheel cylinder /caliper is sticking.

## 10) Brake Adjustment

- a) For hydraulic drum brakes, Check front brake adjustment at every inspection.
- b) For S-cam or air disc brakes at every monthly inspection, brake chamber pushrod travel must be checked at all four wheel positions and brakes must be adjusted as necessary to achieve less than or equal to the maximum pushrod travel. PUSHROD TRAVEL MUST BE MEASURED AND RECORDED ON THE TD-30.

### PROCEDURE:

- i) CHOCK TIRES
  - ii) RELEASE ALL BRAKES
  - iii) VERIFY AIR PRESSURE IS BETWEEN 90-100 PSI.
  - iv) MARK ALL PUSH RODS WITH CHALK
  - v) FULLY APPLY BRAKE
  - vi) MEASURE THE DISTANCE THE PUSH ROD TRAVELS AT EACH CHAMBER
  - vii) RECORD PUSH ROD TRAVEL
  - viii) COMPARE MEASUREMENTS TO PAGE 8 OF THIS MANUAL.
- c) If adjustment is needed, wheels must be raised off of the ground. **The vehicle shall be removed from service until repairs are made if there is any damage or condition that prevents proper adjustment of S-cam or air disc type brakes.**
- d) Automatic slack adjusters- **DO NOT ADJUST BRAKES ON VEHICLES WITH AUTOMATIC SLACK ADJUSTERS UNLESS THE BRAKE ADJUSTMENT LIMIT EXCEEDS MAXIMUM ADJUSTMENT LIMITS, Refer to page 8. IF LIMIT IS EXCEEDED, SELF-ADJUSTING MECHANISM NEEDS TO BE REPAIRED OR REPLACED.** Follow slack adjuster manufacturer's adjustment procedure when adjustments must be made.
- e) **AUTOMATIC SLACKS MUST BE CHECKED EVERY 30 DAYS; PUSHROD TRAVEL MUST BE MEASURED AND RECORDED ON THE TD-30.**

### PROCEDURE:

- i) CHOCK TIRES
  - ii) RELEASE ALL BRAKES
  - iii) VERIFY AIR PRESSURE IS BETWEEN 90-100 PSI
  - iv) MARK ALL PUSH RODS WITH CHALK
  - v) FULLY APPLY BRAKE
  - vi) MEASURE THE DISTANCE THE PUSH ROD TRAVELS AT EACH CHAMBER
  - vii) RECORD PUSH ROD TRAVEL
  - viii) COMPARE MEASUREMENTS TO PAGE 8 OF THIS MANUAL.
- f) **The vehicle shall be removed from service until repairs can be made if any automatic slack adjuster arm or mechanism is damaged or loose.**

## ENGINE/TRANSMISSION MOUNTS/STARTER MOUNTING

- 1) Engine/Transmission Mounts – Inspect engine and transmission mounts for condition and securement. Repairs shall be made if the following conditions exist: mounting fasteners are loose, missing, or broken; any mount is cracked or has deteriorated rubber.
- 2) Starter Mounting – Inspect starter for securement and condition. Check for presence of heat shield (if equipped). Make repairs if any of the following conditions exist: loose heat shield; starter mounting bolts, studs or nuts are loose, damaged, missing, or broken; loose or damaged starter; missing heat shield (if equipped).

## TRANSMISSION CHECKS

- 1) Transmission Bolts – Inspect transmission assembly and mounting fasteners for condition and securement. Make repairs if any transmission assembly fastener is loose, missing, or damaged. **The vehicle shall be taken out of service until repairs are made if: transmission is not mounted securely to flywheel housing; external indication that any torque converter bolt is loose or missing.**
- 2) Linkage – Inspect transmission linkage for routing, condition, and securement. Make repairs if any of the following conditions exist: modulator cable or vacuum hose routed where it is subject to excessive heat or abrasion; linkage hardware or fasteners are loose; exposed modulator cable or damaged casing; deteriorated or loose modulator vacuum hose. **The vehicle shall be taken out of service until repairs are made if:**
  - **Linkage is bent, damaged, binding or severely misadjusted.**
  - **Linkage hardware or fasteners are missing.**
  - **Linkage is damaged so as to cause it to stick or bind.**
  - **Modulator vacuum hose is leaking or not connected.**
- 3) Lines – Inspect transmission lines for securement, routing, and condition. Make repairs if any of the following conditions exist: transmission line unsecured or routed subject to excessive heat or abrasion; transmission line crimped; transmission line of improper type; transmission line is worn or deteriorated to the point that failure could occur.
- 4) Auxiliary Filter – Inspect transmission external filter assembly (if equipped) for securement and condition. Make repairs if external filter mounting is loose or missing fasteners or filter canister is damaged. **The vehicle shall be taken out of service until repairs are made if the body of the transmission filter housing, including all hose connections, are cracked or damaged.**
- 5) Cooler – Inspect transmission cooler (as equipped) for securement and condition. Make repairs if the mounting of separate transmission cooler is loose, leaking or has loose/missing fasteners.
- 6) Clutch Operation (if equipped)
  - a) Check pedal, linkage, clutch and release bearing for wear, slippage, and abnormal noises in the engaged and released positions. Make repairs if the following conditions exist: loose bolts or nuts; noisy release bearing; clutch is out of adjustment.

**The vehicle shall be taken out of service until repairs are made if:**

- **The clutch cannot be adjusted to specifications.**
  - **Release bearing is excessively noisy.**
  - **Clutch is slipping, grabbing, or has excessive chatter when engaging clutch.**
  - **Linkage or return spring is binding or sticking.**
  - **Transmission is hard to shift.**
- b) Visually check clutch pedal pad for wear. Make repairs if the pedal cover pad is worn. **The vehicle shall be removed from service if the clutch pedal cover pad is missing or built up with extender block not of OEM design.**
- c) Check clutch master and slave cylinders for hydraulic leaks and operation. **The vehicle shall be removed from service until repaired if either master or slave cylinder is leaking or inoperable.**
- 7) Clutch Adjustment (if equipped)-Check free play travel of the clutch pedal. This is the first easy movement of the clutch pedal and shall be no more than 1½ inches and no less than ¾ inch of travel.

**FLUID LEAKS**

- 1) Oil – Inspect for engine oil leaks at all potential locations and determine severity. Make repairs if any of the following conditions exist: engine oil leakage is causing deterioration of any rubber parts such as steering linkage boots, hoses, etc.; engine oil is dripping at any location (except on exhaust system). **The vehicle shall be removed from service until repairs are made if fresh engine oil is found on any portion of exhaust system.**
- 2) Coolant – Inspect all potential locations for coolant leaks. Make repairs if there is coolant seepage at radiator, hoses, heater core, engine oil cooler, thermostat housing, head gaskets, freeze plugs, reservoir, water pump or other potential locations. **The vehicle shall be removed from service until repairs are made if the coolant leakage is excessive and could result in engine failure.**
- 3) Transmission – Inspect for transmission fluid leaks at all potential locations and determine severity. Make repairs if transmission fluid is causing deterioration of any rubber parts, such as steering linkage boots, hoses, etc. or if transmission fluid is seeping at any location (except on exhaust system). **The vehicle shall be removed from service until repairs are made if fresh transmission fluid is found on any portion of the exhaust system.**
- 4) Power Steering – Inspect the power steering for power steering fluid leaks at all potential locations and determine the severity. Make repairs if power steering fluid is causing deterioration of any rubber parts, such as steering linkage boots, hoses, etc. or if power steering fluid is seeping. **The vehicle shall be removed from service until repairs are made if the power steering fluid is dripping.**

**FUEL TANK**

- 1) Leaks – Inspect fuel tank assembly for leaks. The vehicle shall be taken out of service until repairs are made if any of the following conditions exist:
- **Fuel leakage from the tank.**
  - **Fuel cap is missing.**
  - **Fuel tank has any cracks.**
  - **Connections are loose at the tank.**



- 2) Mounting – Inspect fuel tank mounting system and barrier for securement and condition. **The vehicle shall be taken out of service until repairs are made if:**
  - Any portion of fuel tank mounting system is missing, loose, cracked, or broken (including support brackets, retaining straps, and chassis frame).
  - Fuel tank mounting fasteners are loose or missing.
  - Crash barrier assembly is damaged, insecurely mounted or missing.
- 3) Hoses – Inspect all fuel lines and under-bus fuel system components for routing, securement and condition. **The vehicle shall be taken out of service until repairs are made if:**
  - Fuel line or hose is unsecured or is routed subject to excessive heat or abrasion.
  - Fuel line or hose is deteriorated or damaged.
  - Clamps are loose or missing (including cracks or damage that may cause potential leakage).
  - Under-bus fuel system filter, water separator, or other components are insecurely mounted, cracked or damaged.
- 4) Wiring – Inspect fuel tank sending unit wiring for securement, routing, and condition. Make repairs if any wiring or connection has been damaged or missing insulation. **The vehicle shall be taken out of service until repairs are made if any portion of sending unit wiring (including ground) or connections is unsecured or routed subject to excessive heat or abrasion.**

## **BRAKE EQUIPMENT**

Bleed Reservoirs – With air system fully charged, check manual operation of safety relief valve. Partially open manual petcock valve on the first (wet) tank. Allow tank to drain until all moisture and contamination are drained. Make repairs if there is moisture in reservoir (desiccant type air dryer equipped vehicles only). Repair if excessive oil is found in air system. **The vehicle shall be taken out of service until repairs are made if:**

- Safety valve leaks or does not release pressure.
- Excessive sludge or oil contamination in the reservoir (more than (8) fluid ounces).
- Reservoir is cracked or leaks due to corrosion.

## **DRIVELINE**

- 1) Drive shaft – Inspect drive shaft for condition. Make repairs if drive shaft balancing weight (if originally equipped) is missing or drive shaft has foreign material wrapped around it. **The vehicle shall be taken out of service until repairs are made if: drive shaft is bent or seriously dented; Cracks or other damage in the drive shaft, which could cause structural failure.**
- 2) U-Joints – Inspect U-joints or constant velocity joints (if equipped) for condition, phasing (alignment of joints), lubrication, and presence of all hardware. Make repairs if U-joints or constant velocity joints are dry of lubrication, or zerk (grease) fitting (if equipped) is missing, clogged or inaccessible. **The vehicle shall be taken out of service until repairs can be made if:**
  - Hardware or fasteners are missing in any U-joint or CV joint assembly.
  - U-joint has significant cross-shaft-to-bearing cup play or CV joint has significant play.
  - U-joint or CV joint shows evidence of significant rusting of bearings.
  - Bearing cup in yoke is loose.

- 3) Yokes – Inspect drive shaft yokes for condition and lubrication. Make repairs if any of the following conditions exist: drive shaft splines are unlubricated; dust cap on yoke is missing; zerk (grease) fitting is missing or clogged; cork washer in dust cap is missing. **The vehicle shall be taken out of service until repairs are made if any yoke has significant play in splines or if any yoke is cracked or damaged.**
- 4) Hanger Bearings – Inspect hanger bearings and rubber insulators for condition and securement. Make repairs if hanger bearing rubber insulator is deteriorated, damaged, oil soaked or hanger-bearing support is misaligned. **The vehicle shall be taken out of service until repairs are made if:**
  - **Bearing outer race is loose in insulator.**
  - **Inner race is loose on shaft.**
  - **Significant play in hanger bearing.**
  - **Missing or damaged hardware/fasteners in hanger bearing or support assembly.**
- 5) Guards – Inspect for presence and condition of drive shaft guards. Make repairs if any drive shaft guard is bent, damaged, loose or has damaged mounting fasteners. **The vehicle shall be taken out of service until repairs are made if guard is missing.**
- 6) Drive Shaft Park Brake – Inspect drive shaft park brake assembly for adjustment and condition. Check mounting, securement, linkage, drum and all other related hardware. Make repairs if lining is worn down to 2/32 inch from top of rivet head; lining is contaminated with grease/oil. **The vehicle shall be taken out of service until repairs are made if:**
  - **Lining is broken, cracked or loose.**
  - **Drum is cracked or has excessive heat damage or scoring of friction surface.**
  - **Actuating/mounting hardware or fastener is damaged, loose/missing.**
  - **Park brake is not adjusted per manufacturer’s specifications.**

## **REAR SUSPENSION**

- 1) Axle Housing – Inspect axle housing for condition and leakage. Make repairs if there is leakage at or around axle housing ends. **The vehicle shall be taken out of service until repairs are made if: any portion of axle housing is cracked or bent; any portion of axle housing is leaking lubricant due to cracks, porous metal, or defective weld.**
- 2) Vent – Inspect condition of axle housing vent. Make repairs if vent cap is clogged, if vent hose (if originally equipped) is cracked, clogged, or missing.
- 3) Differential – Inspect differential assembly for condition, lubricant level, and leakage. Make repairs if any of the following conditions exist: lubricant level is low; differential gaskets or seals are leaking; any external differential hardware or fasteners are loose or missing. **The vehicle shall be taken out of service until repairs are made if:**
  - **Lubricant is excessively low in the differential.**
  - **Differential pinion yoke has endplay or side play exceeding manufacturer’s specifications.**
  - **Pinion/yoke end nut is loose or missing.**
- 4) Springs – Inspect rear springs for condition, securement, and alignment. Make repairs if any of the following conditions exist: any loose, missing, broken, or worn spring clips; any leaf spring or air suspension ride height is less than manufacturer’s specifications; rubber frame bumper is missing.

**The vehicle shall be taken out of service until repairs are made if:**

- Any leaf spring is broken or missing.
  - Air bag type spring assembly is damaged/leaking.
  - Air lines or valves are damaged/leaking.
  - Misalignment of spring leaves or other evidence that centering pin is loose or broken.
  - Either rear leaf spring is worn to the point that suspension bottoming has damaged rubber frame bumper.
- 5) U-Bolts – Inspect spring U-bolts for condition and securement. Make repairs if any U-bolt is misaligned or if there is rust underneath U-bolt nuts indicating possibility of looseness. **The vehicle shall be taken out of service until repairs are made if any U-bolt seating plate or shock mount bracket nut is loose missing cracked, or stripped.**
- 6) Shocks – Inspect shocks for condition and securement. Make repairs if any of the following conditions exist: wetness around shock body due to leaking shock fluid; shock mounting or fastener is loose. **The bus shall be removed from service until repairs are made if any shock is broken or missing.**
- 7) Spring Hanger– Inspect condition of spring hangers and pinch bolts. Make repairs if any of the following conditions exist: spring hanger has significant side wear at the spring eye; spring hanger is worn, pinch bolt is stripped or missing so that spring pin cannot be clamped tightly. **The vehicle shall be taken out of service until repairs are made if spring shackle/hanger is loose, cracked or broken.**
- 8) Pins and Bushings – Inspect condition of pins and bushings. Inspect front spring pins and bushings for wear, lubrication and securement. **The vehicle shall be removed from service until repairs are made if wear exceeds ¼ inch or bushing is missing.**
- 9) Spring Hanger/Shackles/Attachments– Inspect condition of spring hangers and pinch bolts. Make repairs if any of the following conditions exist: front spring hanger has significant side wear at the spring eye; front spring hanger is worn, pinch bolt is stripped or missing so that spring pin cannot be clamped tightly; if any hanger is found with a small crack (1/2 inch or less) that are welded (steel only). **The vehicle shall be taken out of service until repairs are made if:**
- Front spring shackle/hanger is loose, cracked or broken.
  - Front spring mount-to-frame fastener is loose, missing, broken or cracked.
  - The frame is cracked at any spring mounting location.
  - Spring hanger or bracket is cracked or broken (1/2 inch or more).
  - Any mounting fastener is loose or missing.
- 10) Seals – Inspect rear wheel seals for condition and leakage. Make repairs if there is wetness or dripping of grease around axle flange, axle flange stud or nut is loose or missing. **The vehicle shall be taken out of service until repairs are made if evidence of fresh oil is found on the brake linings or drums/rotors.**
- 11) Wheel Bearings – Inspect rear wheel bearings for condition and proper adjustment.
- a) Raise the rear wheels (wheels unloaded) and release park brake.
  - b) Grasp tire and attempt to rock wheel assembly to check for movement.
- The vehicle shall be taken out of service if there is any detectable looseness or roughness in rear wheel bearings.**

## REAR BRAKE

- 1) Hoses – Inspect rear brake flexible hoses for condition, securement, and routing. Make repairs if rear brake hose-supporting bracket is damaged, has loose fasteners, or rear brake hose is rubbing or routed against other components. **The vehicle shall be taken out of service until repairs are made if:**
  - Rear brake hose or connection is leaking fluid or air pressure.
  - Rear brake hose is kinked, collapsed or bulging.
  - Has damaged plies or cord.
  - Any damage below outer covering.
  
- 2) Lines – Inspect air and hydraulic brake lines for routing, securement, and condition. Make repairs if any of the following conditions exist: brake line or securement system is loose/missing; brake line is rubbing on other components or is frayed/worn. **The vehicle shall be taken out of service until repairs are made if:**
  - Brake line is bent, crimped/damaged significantly restricting air pressure or hydraulic fluid.
  - Brake line or connection is leaking air pressure or hydraulic fluid.
  - Any brake line is not of proper size or type.
  
- 3) Chambers – Inspect rear brake chamber assembly for securement, condition, and proper size. Make repairs if rear brake chamber or mounting fastener is damaged or loose. **The vehicle shall be taken out of service until repairs are made if:**
  - Rear brake chamber mounting bracket is cracked, bent or broken.
  - Either chamber is not original size.
  - Chamber is not matched (both sides to be same size).
  
- 4) Slacks – Inspect slack adjusters and S-cam assemblies for wear, condition, operation, and securement. Make repairs if any of the following conditions exist: slack adjuster is dirty and prevents technician from inspecting for cracks or prevents the lock sleeve from seating; slack adjuster is mounted so that adjuster bolt is facing chamber (older model Chevrolet and Ford manual slacks); S-cam shaft and/or S-cam bushing total wear (up and down) is greater than .040”; S-cam in and out endplay is more than .060”. **The vehicle shall be taken out of service until repairs are made if:**
  - Any portion of slack adjuster or S-cam is missing, broken, cracked, or badly worn.
  - S-cam snap ring is missing.
  - Slack adjuster has frozen or stripped worm gear or ratchet assembly.
  
- 5) Pushrods – Inspect pushrod assembly for condition, securement, and alignment. Make repairs if pushrod is rubbing against body of chamber or chamber is misaligned. **The vehicle shall be taken out of service until repairs are made if:**
  - Any portion of pushrod assembly (locknut, pushrod, clevis and pin or cotter pin) is loose, missing, or damaged.
  - Pushrod on left and right sides are not mounted in identical (same) slack adjuster location holes (same effective slack adjuster length).

- 6) Linings – Inspect brake lining through inspection cover or hole. Make repairs if any of the following conditions exist: friction surface is contaminated with oil, grease, or brake fluid; lining is worn to within 1/8 inch of shoe table (riveted type shoe); lining is worn to within 1/16 inch of shoe table (bonded type lining). **The vehicle shall be taken out of service until repairs are made if:**
- Lining is broken, cracked, or loose on shoe.
  - Shoe platform or webbing is cracked or damaged.
  - Any loose, damaged or missing foundation brake hardware is within the drums.
- 7) Drums– Inspect rear brake drum for condition. **The vehicle shall be taken out of service until repairs are made if: grease, oil or brake fluid is on the inside of the drum; drum is not mounted securely to hub or fasteners are loose.**
- 8) Rotors – Inspect rear brake rotor for mounting and condition. **The vehicle shall be taken out of service until repairs are made if:**
- Rotor mounting is not secure.
  - Friction surface is contaminated with oil, grease, or brake fluid.
  - Rotor friction surface is significantly grooved or damaged.
- 9) Wheel Cylinders or Calipers – Inspect wheel cylinder or caliper for leaks and mounting, and condition. Make repairs if there is uneven brake lining or brake pad wear wheel cylinder **The vehicle shall be taken out of service until repairs are made if:**
- Caliper is not securely mounted or has loose or missing fasteners.
  - There is rotor or drum damage.
  - Evidence that any wheel cylinder/caliper may be sticking.
- 10) Brake Adjustment
- a) Manual Slack Adjuster or air disc brakes must be checked at every monthly inspection. Brake chamber pushrod travel must be checked at all four wheel positions and if travel is out of specification (see Air Brake Chamber Stroke Measurements on page 8), brakes must be adjusted to achieve minimum pushrod travel. **The vehicle shall be taken out of service until repairs are made if: there is damage or condition that prevents proper adjustment of S-cam or air disc type brakes; any brake adjustment is out of specification.**
- b) Automatic Slack Adjusters (ASA) must be checked as follows: Check the pushrod travel before any adjustment is made. **If needed**, manually adjust the ASA following the manufacturers adjustment procedures. (NOTE: If an automatic slack adjuster is out of adjustment, check/inspect the ASA for a malfunction and make repairs). **The vehicle shall be removed from service until repairs are made if: any automatic slack adjuster arm or mechanism is damaged or loose; adjusted stroke (pushrod travel) of any automatic slack adjuster equipped brake exceeds maximum shown in charts on page 8.**

## **BODY SECUREMENTS and STRUCTURE**

- 1) Body Hold-Downs – Inspect for securement and condition of all body hold-downs, chassis cowl mounts and frame pads. Body hold-downs include any J-bolt, U-bolt, or clamp type hold-down used to secure body to chassis frame. Make repairs if any of the following conditions exist: body hold-down is loose or misaligned, cracks or stripped fasteners at floor sill securement points; padding between frame rails and floor sills is missing or grossly misaligned. **The vehicle shall be taken out of service until repairs are made if:**

- Originally installed body hold-down or cowl mount is missing.
  - Three or more body hold-downs are loose, misaligned or have missing hardware.
  - Three or more body hold-downs have cracks or stripped nuts at floor sill securement point.
- 2) Floor – Inspect condition of floor structure, sills, and braces. Make repairs if there are any minor cracks in floor sills, braces or welds. **The vehicle shall be taken out of service until repairs are made if:**
    - Holes or cracks in floor sheet metal create an opening to the passenger compartment.
    - Entire cross-section of any floor sill or brace is broken.
    - Any broken weld or mounting of a floor sill/brace resulting in complete separation more than one (1) foot in length.
    - Any broken weld in the mounting of the bracing (K-member) at the front of the body floor (between step-well and driver’s area).
  - 3) Outriggers – Inspect body outriggers and hardware for condition and securement. Make repairs if any body outrigger is cracked, loose or missing hardware. **The vehicle shall be taken out of service until repairs are made if the originally installed (as required by manufacturer) outrigger is missing.**
  - 4) Braces – Inspect for condition and securement of all chassis and body braces. Make repairs if there is a cracked brace underneath the body or bumper brace is broken, cracked, or missing.
  - 5) Skirts – Inspect body skirts for securement and condition. Make repair if body skirt brace has cracked/broken sheet metal or mounting points.
  - 6) Frame Rails – Inspect condition of chassis frame rails, cross-members, and all hardware attaching points. Make repairs if ONE bolt is missing from front cross member. **The vehicle shall be taken out of service until repairs are made if: there are cracks in either frame rail or cross-member; there are any loose, missing rivet or other fastener securing a cross-member to the frame; missing more than one front cross-member bolt.**

## **EXHAUST SYSTEM**

- 1) Exhaust Leaks – With engine running and at operating temperature, inspect exhaust system for leaks, condition, and securement. Make repairs if exhaust junction gasket or hardware is broken/missing or if there is any physical damage to exhaust system. **The vehicle shall be taken out of service until repairs are made if there is leakage, which is audible or felt around any portion of the exhaust system including manifold, pipe sections or junctions.**
- 2) Mounting – Inspect mounting of the exhaust system. Make repairs if any of the following conditions exist: exhaust system hanger not securely mounted; loose exhaust pipe or clamp; clamp is missing; originally installed exhaust hanger missing, broken or detached from the exhaust system/frame mounting point.
- 3) Muffler – Inspect condition of the muffler. Make repairs if the muffler is cracked or if there is other significant physical damage to the muffler. **The vehicle shall be removed from service until repairs are made if the muffler is leaking and produces an audible sound or exhaust is felt from the leaking area (weep hole is excluded).**

- 4) Tailpipe – Inspect the condition of tailpipe and insure that it extends beyond the rear bumper. Check the tailpipe and make sure it extends at least to the edge of the rear bumper, but no more than two inches beyond bumper or exits behind the rear tires to the left or right and extends to edge of bus body. Make repairs if the tailpipe is cracked or other significant damage to the tailpipe. **The vehicle shall be removed from service until repairs are made if the tailpipe is leaking and produces an audible sound or exhaust is felt from the leaking area.**

## **WHEELS AND TIRES**

- 1) Tread Depth – Inspect and measure all tires for tread depth and record on inspection form. Measurement shall be taken at the most worn groove of the tire. Measurement shall not be taken at a wear bar. Make repairs if front tire has reached 4/32 and rear tire has reached 2/32.  
**The vehicle shall be taken out of service until repairs are made if:**
- Tread depth of either front tire is less than 4/32-inch (2/32-inch for rear tires) at three points spaced equally around the circumference of the tire in the same major tread groove.
  - Measured tread depth of either front tire is 2/32-inch or less (1/32-inch for rear tires) measured at the most worn single point of the tire, except at wear bar.
  - Recapped tire has been re-grooved.
  - Front tire is a recapped or re-grooved tire.
  - There is evidence that any tire has been re-grooved using unapproved procedure.
- 2) Pressure – With tire cold, check pressures on all tires and record on inspection form. Make repairs if any of the following conditions exist: pressure in tire is less than the maximum cold inflation pressure stated on the sidewall of the tire, minus 20%; pressure in tire is greater than 5% above maximum cold inflation pressure stated on sidewall of the tire. Adjust pressure if there are more than 20% differences in tire pressure on a particular axle.
- 3) Damage – Inspect for damage to wheels and tires. Make repairs if any of the following conditions exist: tire is mounted so it cannot be filled with air; foreign material in the tire tread which could cause damage or loss of air pressure; valve cap or extension is missing; minor dents or bends in a rim. **The vehicle shall be taken out of service until repairs are made if any of the following conditions exist:**
- Cuts, abrasion, or other damage to tire sidewall resulting in exposed or damaged cord.
  - Separation, bulges (other than normal manufacturer bulge) or other damage within the carcass of the tire.
  - Cracks that run around the bead or sidewall of the tire are present.
  - Retread tire that has any separation of the tire tread from the tire carcass that could result in tire or tread failure.
  - Valve stem is damaged.
  - Damage to the lock ring assembly or lock ring groove of a multi-piece rim, including rust or corrosion which could cause the lock ring not to seat fully.
  - Cracks or breaks at the lugholes or any other part of a rim or cast spokes.
  - Dents or bends in a rim that could result in failure of a rim or separation of the tire from the rim.
- NOTE: Weather cracking shall not be only cause for rejection.
- 4) Matching – Inspect for matching of tire construction, tire design, tire size, and load rating on each axle. Make repairs if there is mismatching of inner and outer dual tire diameter greater than 3/8 inch.

**The vehicle shall be taken out of service until repairs are made if any of the following conditions exist:**

- Any tire marked for other than highway use is found.
  - Tire is not of the proper type, size and minimum load rating.
  - Any tire on an axle that is not of the same type (e.g., lug or rib) and size.
  - Tire is below minimum load rating.
  - Radial and bias ply tires are intermixed on the same axle.
- 5) Alignment – Inspect tires for evidence of proper alignment. Make repairs if tire is feather-edged, cupped, tread wear is uneven or if lateral run out of tire/rim assembly exceeds ¼ inch. **The vehicle shall be removed from service until repairs are made if tires/rim are grossly misaligned, affecting steering.**
- 6) Wheel Hardware – Inspect for presence, type, condition, and securement of all wheel hardware. Check for proper spacing of rear dual wheels and tires. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist:**
- Improper matching of rims and lock rings.
  - Evidence of slippage of wheel assembly on cast spoke hub.
  - Stud holes are elongated.
  - Any wheel or stud is loose, rusting or corrosion indicating possible looseness.
  - Wheel stud or nut is broken or missing.
  - Improper spacer has been installed between dual wheels.
- 7) Color and Condition – Paint color on wheel assemblies of North Carolina School Buses shall remain black. If color other than black is detected or if wheels are faded, repairs shall be made as soon as possible. (Exception will be made if OEM was equipped with gray wheels)

**INSIDE BUS**

**EMERGENCY EQUIPMENT**

- 1) Fire Extinguisher – Check fire extinguisher for presence, correct pressure, inspection sticker, tag, inspection date, mounting and accessibility, proper UL (Underwriters Laboratory) rating, nozzle for looseness, damaged parts, presence of a safety pin and tamper proof seal. Make repairs if any of the following conditions exist: loose bracket mount to panel; inspection tag will expire before next scheduled inspection; pressure is above or below the green zone; fire extinguisher is not accessible to driver or not secured in mounting bracket/box. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist:**
- Rating is less than 2 ½ pound minimum (2002 and newer must have 5 lb. minimum and 10BC rating).
  - No fire extinguisher on bus.
  - Tamper proof seal material cannot be broken.

**NOTE: Six years from the manufacturing date all type ABC, BC, or Halon fire extinguishers require a six year maintenance. They are also required to have a hydro-test twelve (12) years**



**from the manufacturing date. To determine the manufacturing date, look for a stamped date on the bottom of the cylinder, on the label, or around the rim. These are required to meet National Fire Protection Association (NFPA) requirements in pamphlet #10 and OSHA requirements.**

- 2) First Aid Kit – Check the box and condition. Check to insure that the box is labeled as First Aid Kit. Check the contents of the box for the following:
- 2 pkg. – 4-inch bandage compresses
  - 2 pkg. – 2-inch bandage compresses
  - 2 pkg. – 1-inch adhesive compress (16 per pkg.)
  - 2 pkg. – 40-inch triangular bandage with two safety pins
  - 2 sets – Plastic gloves (1 pair medium and 1 pair large)

Make repairs if partial contents are missing. **The vehicle shall be removed from service until repairs are made if entire contents or kit are missing.**

- 3) Body Fluid Cleanup Kit – Check the container for condition. Check the contents of the box for the following.
- 1 – 2 oz. Package of T.I.L.S.C. powder sanitizes-deodorizes-encapsulates.
  - 1 – odor reducing mask
  - 1 – pair protective gloves (large)
  - 2 – antiseptic wipes
  - 2 – paper crepe towels
  - 1 – scraper
  - 1 – plastic disposal bag w/scoop and tie

Make repairs if partial contents are missing. **The vehicle shall be removed from service until repairs are made if entire contents or kit are missing.**

- 4) Reflectors – Check for emergency roadside reflectors. These are required on all buses 2000 and newer. Check quantity for three reflectors. **Remove the bus from service if reflectors are missing.**

### **NEUTRAL SAFETY SWITCH**

Check to determine if automatic transmission bus has a functional neutral safety switch that will allow the starter to operate only in park or neutral. **The vehicle shall be removed from service until repairs are made if the starter will engage in any gear other than park or neutral.**

### **SHIFTER**

Check that shifter operates easily, that it correctly indicates the gear that the transmission is in and has a functional detent mechanism with a ball knob (handle) on end of shift lever. Make repairs if shifter does not shift easily into all gears, indicator is misaligned or shifter has a loose ball or knob (handle). **The vehicle shall be removed from service until repairs are made if:**

- **Shifter will not shift into all available gear positions.**
- **The indicator indicates wrong gear.**
- **Detent is non-functional, or if ball or knob (handle) is missing from end of shifter lever.**

## ENGINE CONTROLS

- 1) Key Switch – Check for presence of key. Remove if key is found in ignition switch. Make repairs if the key sticks, is loose or not mounted in OEM location. **The vehicle shall be removed from service until repairs are made if:**
  - Switch operates without a key.
  - Bus equipped with a push button or a device other than key type switch.
  - Engine will not crank/start.
  - Switch doesn't function properly in start, run, off or accessory position.
  - Switch is intermittent in any position.
  
- 2) Accelerator – Check and insure the accelerator pedal, control design and mounting securement are OEM. Inspect the pedal assembly and linkage for loose/missing hardware. All engine types must have two throttle return springs. Check for smooth operation of pedal assembly and linkage in the accelerating and coast position. Inspect for unauthorized built up pedal, (i.e., wooden blocks installed on pedal). Make repairs if pedal cover (as originally equipped) is worn out, linkage is missing one return spring or is not equipped with dual return springs (external type). **The vehicle shall be removed from service until repairs are made if:**
  - Pedal and assembly are not mounted securely.
  - Control design and mounting are not of OEM design.
  - Accelerator control and linkage sticks or doesn't operate freely.
  - Pedal is built-up with extender block or not of OEM design.
  
- 3) Engine Shutdown – Only OEM approved ignition controlled is shutdown acceptable on all buses. On 1985 and older buses equipped with manual engine shutdown, check for free operation of shutdown over full range with minimum effort. **The vehicle shall be removed from service until repairs are made if:**
  - Engine cannot be started.
  - Shutdown or operation is difficult.
  - Bus was originally equipped with ignition switch type controlled shutdown and has been retrofitted with manual type shutdown.

## GAUGES, INDICATORS, DASH LIGHTS & HORN

- 1) Gauges – Check from drivers position the visibility, OEM location, readability, operation, accuracy and condition of the following gauges.
  - A. Speedometer and odometer
  - B. Oil Pressure
  - C. Temperature
  - D. Fuel
  - E. Voltmeter and ammeter
  - F. Air Pressure
  - G. Tachometer

Make repairs if any of the following conditions exist: oil pressure, temperature, fuel, voltmeter or ammeter gauges are inoperable, inaccurate, damaged or difficult to read; odometer inoperable or is not working properly; odometer unreadable; tachometer fails to function properly. **The vehicle shall be removed from service until repairs are made if:**

- Oil or temperature warning system is not functioning or is unreadable.
  - Speedometer doesn't work or is confirmed to be inaccurate.
  - Speedometer is unreadable or damaged.
  - Air pressure gauge is inaccurate, unreadable or not working.
- 2) Indicators and Dash Lights – Check for the presence and operation of the following indicators.
- A. Low air pressure
  - B. High beam light
  - C. Left and right turn signal and 4-way hazard
  - D. All dash and control panel lights for illumination at gauges and switches.
  - E. ABS braking system indicator light. (if equipped)
  - F. E-Stroke monitor. (if equipped)

Make repairs if dash lights are inoperable, one or more lights for the control switches are inoperable, one or more panel lights is inoperable.

- 3) Horn – Check horn and horn button for proper operation (must be OEM design). **The vehicle shall be removed from service until repairs are made if horn fails to function as designed.**

### **ENGINE WARNING LIGHTS AND BUZZER**

Check for presence and operation of the following warning lights and buzzer.

- 1) High coolant temperature dash warning light or buzzer on diesel buses. **The vehicle shall be removed from service until repairs are made if high coolant temperature warning light or buzzer is inoperative (either constant or momentary).**
- 2) Low oil pressure, dash warning light and buzzer on bus. **The vehicle shall be removed from service until repairs are made if the low oil pressure warning light or buzzer is inoperative (either constant or momentary).**
- 3) **Low air warning buzzer. The vehicle shall be removed from service until repairs are made if air brake warning light and buzzer are simultaneously non-functioning (either constant or momentary).**

### **INTERIOR WIRING, CAB HOSES, AND FIRE WALL SEALS**

- 1) Interior Wiring – Inspect visible wiring for mounting, condition, chafing, abrasion, corrosion, loose connectors, or improper repairs. Make repairs if any of the following conditions exist: wiring or connectors are unsecured, corroded, or improperly routed; any connector/connection is unsecured. **The vehicle shall be removed from service until repairs are made if:**
  - Any wire or connector is cut or severely chafed.
  - Wire/conductor is exposed or routed against a sharp edge.
  - Any interference with the driver controls.
- 2) Cab Hoses – Inspect all hoses for leaks, condition, routing, abrasion and presence of heater hose shielding. Make repairs if: hoses are weathered, cracked, worn or improperly routed; hose is unshielded in the driver's compartment.
- 3) Firewall Seals – Inspect firewall for cracks, unsealed openings and sound insulation material. Make repairs if sound deadening/insulation package is unsecured or deteriorated. **The vehicle shall be**

**removed from service until repairs are made if there are open holes or unsealed area in the firewall.**

## **BUS INTERIOR**

- 1) Floor – Inspect floor covering, plywood sub-floor (if installed), aisle and cover molding strips for condition, adhesion and/or fastening holes or cracks and ribbed rubber aisle. Make repairs if any of the following conditions exist: “Watch Your Step” decal missing or unreadable; rubber floor covering loose, deteriorated, or cracked; plywood rotten or soft; cover molding loose or fasteners are missing. **The vehicle shall be removed from service until repairs are made if the following exist:**
  - **Unsealed holes or cracks through the underside of the bus.**
  - **Aisle-molding strip is not securely fastened to the floor or aisle or if cover molding presents a sharp edge or protrusion.**
  - **Any damage to the rubber floor covering which could cause a tripping hazard**
- 2) Step-well – Check condition of step-well and tread. Make repairs if any of the following conditions exist: step tread not secure or sealed at inside edge where it meets the next step; step-well tread and leading edge at aisle not flush and securely adhered; step-well tread worn more than four inches in width. **The vehicle shall be removed from service until repairs are made if step-well support structure is broken or step-well is rusted through.**
- 3) Handrails – Check for the presence and secure mounting of entrance handrails. **The vehicle shall be removed from service until repairs are made if: entrance handrail is missing or not securely mounted; handrail fails the “NHTSA String and Nut Test”.**
- 4) Paneling – Check all interior sidewall, rear, ceiling, and driver’s area paneling for secure fastening, projections or sharp edges, and condition. Make repairs if any of the following conditions exist: unauthorized items affixed to the interior paneling of the bus, graffiti or unauthorized stickers (seating charts and safety information are approved) on interior panels; loose or missing attachment screws on any maintenance access panel; interior paneling is mildewed or paints (where required) is missing or damaged. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist: sharp edges, rust-through, or projections from paneling that could cause injury to passengers or driver.**
- 5) Loose Objects Secured – Check to insure that all objects within the bus are secure. **The vehicle shall be removed from service until repairs are made if there are any aerosol cans, containers with flammable/volatile chemicals or any unlabeled container located inside the bus.**
- 6) Dog House/Engine Cover – Inspect dog house/engine cover for seals, soundproofing, weather-stripping, prop-rod and latch operation. Make repairs if any of the following conditions exist: soundproofing not present or deteriorated; latch is hard to operate or does not secure dog house/engine cover properly. **The vehicle shall be removed from service until repairs are made if seals or weather stripping allow air/fume leaks into the driver’s compartment.**
- 7) Entrance Door/Entrance Controls (Manual and air/electric)– Inspect for presence of safety pad (above door), door bumpers and weather stripping around the door. Check air door release valve for leaks. Check to see that amber lights do not activate before door is opened. Make repairs if any of the following exist: manual door handle locks when in opened position, amber lights activate before

door safety latch is released. (There should be no more than 3/16-inch play in safety latch when door handle is closed).

### **WINDSHIELD WIPERS & WASHERS**

- 1) Operation – Inspect both wipers for:
  - a. swept area field of view and effectiveness of wiping
  - b. proper operation of both wipers on high and low speeds and condition/mounting of switches/knobs
  - c. condition and mounting of wiper motors and linkage
  - d. inspect for proper washer operation

Make repairs if any of the following conditions exist: either wiper does not operate on low or high speed; wiper goes past edge of glass; washer does not operate or is misadjusted; blades do not effectively clear driver's field of vision; wiper motor or linkage is visibly damaged or loose; switch/knob mounting is loose or missing. **The vehicle shall be removed from service until repairs are made if either wiper fails to operate.**

- 2) Park – Inspect for parked position of wipers when turned off. Make repairs if wipers do not automatically return to parked position out of driver's line of sight when turned off.
- 3) Blades – Inspect blades for condition, mounting, and tension. Make repairs if blades do not clean windshield properly. Repair if either blade is damaged, deteriorated, loose, or does not hold proper tension against windshield.

### **HEATERS, DEFROSTERS, A/C & EXTERNAL DRIVER FAN**

- 1) Heaters – Inspect heater system for:
  - a. heating performance and water control valve
  - b. blower operations, condition, and control switches
  - c. system leaks, condition, and hose shielding
  - d. condition of ductwork and heater box
  - e. condition of heater filter and clean if necessary

Make repairs if any of the following conditions exist: system is not producing adequate heat; water control valve hard to operate; heater blowers do not work on all speeds, are noisy or vibrate; blower switches are damaged, loose or blower operates intermittently; heater hoses are cracked, swollen, or badly chafed; shielding missing or does not completely cover hoses. **The vehicle shall be removed from service until repairs are made if any portion of heating system within the passenger area creates sharp edges, projections or other hazards to passengers.**

- 2) Defrosters – Inspect windshield defroster system for:
  - a. airflow, heat, and coverage area
  - b. blower operations, condition, and control switches
  - c. condition of ductwork, diffusers, and fresh air control (if equipped)
- 3) Air Conditioner–Inspect A/C for:
  - a. A/C performance for cooling

- b. blower operations, condition, and control switches
- c. system leaks, condition, and hose shielding
- d. condition of ductwork
- e. check condition of evaporator filter and clean if necessary

Make repairs if any of the following conditions exist: defroster blower does not work on low or high speed; blower switches are damaged or loose; ductwork or diffusers are loose or damaged; fresh air control (if equipped) does not function; airflow is not present at all defroster outlets.

- 4) External Driver Fan – Inspect driver fan for:
  - a. presence of fan, mounting and condition.
  - b. blade condition.
  - c. protective cage mounting and condition.
  - d. operation and switch.

Make repairs if any of the following conditions exist: fan mounting loose or fan will not stay in adjustment; fan blade damaged; switch loose; fan non-operational. **The vehicle shall be removed from service if protective cage is missing, loose, or damaged.**

## **MIRROR ADJUSTMENTS AND CONDITION**

- 1) Interior Rearview Mirror – Check interior rearview mirror for size, condition, and mounting. All interior mirrors shall be OEM design. Make repairs if any of the following conditions exist: any portion of reflective surface is deteriorated; mirror mounting loose; stickers or other items obstruct any portion of the driver’s view; driver’s view of images not clear due to distortion or other causes. **The vehicle shall be removed from service until repairs are made if mirror is missing or will not hold a set adjustment.**
- 2) Outside Rearview Mirrors – Check outside rearview mirrors for vision, condition and mounting. Check rearview mirrors to insure that the view provides the driver with a view along the left and right sides of the bus. Correct mirror adjustment will provide driver a view of rear tires at ground level and a minimum of two hundred feet to the rear of the bus. It will also provide a view at least twelve feet perpendicular to the side of the bus at a distance of thirty-two feet back from the front bumper. Make repairs if mirrors are not in correct adjustment or mounting brackets/mirror assembly is loose. **All mirror systems must meet criteria of and be in compliance with FMVSS111. The vehicle shall be removed from service until repairs are made if any of the following conditions exist:**
  - **Mirror is missing**
  - **Mirror is cracked, pitted, clouded or deteriorated to extent vision is obscured**
  - **Mirror will not hold set adjustment**
- 3) Crossover Mirror System – Check crossover mirrors for vision, condition, and mounting. Correct adjustment will provide the driver with indirect vision of an area at ground level from the front bumper forward (12 feet) and the entire width of the bus. It will also provide the driver with indirect vision of the area at ground level around the left and right front corners of the bus, to include the tires and service entrance on all types of buses to a point it overlaps with the rear vision mirror system. Make repairs if mirrors are not in correct adjustment or if mounting brackets or mirror assembly is loose. **All mirror systems must meet criteria of and be in compliance with FMVSS111.**

**The vehicle shall be removed from service until repairs are made if:**

- **Mirror is missing**
- **Mirror is cracked, pitted, clouded or deteriorated to the extent that vision is obscured**
- **Will not hold a set adjustment**
- **Mounting of any mirror and bracket made by different manufacturers.**

**DRIVER'S SEAT AND BELT**

- 1) Check driver seat and belt for condition, mounting, and operation. Make repairs if any of the following conditions exist: seat (air or manual) adjustment binds or difficult to operate; seat adjustment loose or adjustment hardware missing; seat upholstery or foam deteriorated or damaged; seat bottom loose in frame or mispositioned; if seat belt retractor cover/belt covers are damaged or loose; seat belt does not fully extend and retract. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist:**
  - **Seat frame and mounts are cracked, broken or distorted.**
  - **Seat moved from OEM position (unless repositioned using written OEM approved mounting instructions).**
  - **Driver seat belt is missing or inoperable.**
  - **Seat belt is routed improperly.**
  - **Seat belt buckle and tongue assemblies do not latch and release properly.**

**PASSENGER SEATS**

- 1) Frames – Inspect passenger seat frames for condition of welds, tubing, and hardware. Check for presence of non-OEM seat frames. Make repairs if seat back frame is repaired using non-OEM hardware. **The vehicle shall be removed from service until repairs are made if:**
  - **Seat frames or welds are broken or cracked.**
  - **Seat frame hardware has been added or modified which results in projections or sharp edges.**
  - **Non-OEM seat frames have been installed.**
- 2) Mounting – Inspect condition of passenger seat mounting. Make repairs if seat mounting at floor or seat rail is loose. **The vehicle shall be removed from service until repairs are made if any seat mounting fasteners are of lower grade or different type than OEM fasteners for the specific locations.**
- 3) Pads – Inspect seat back foam for specifications and condition. All North Carolina School Buses must meet FMVSS222. Check for thickness and density of foam around frame. Make repairs if any portion of seat frame is felt when pressing down on seat back top or if any portion of seat back foam is missing or damaged. **The vehicle shall be removed from service until repairs are made if any seat foam is missing.**
- 4) Cuts (and other upholstery damage) – Inspect seat upholstery for condition and damage. Make repairs if any of the following conditions exist: seat upholstery cut or torn and foam is visible through cut; seat upholstery not repaired properly. **The vehicle shall be removed from service if any vehicle that came equipped with fire-block upholstery (all lift buses and all others manufactured after late 1996) has been retrofitted with upholstery other than fire-block.**

- 5) Bottoms & Flip-Up Seat –To remain in compliance with FMVSS222 all seat bottoms must be secured and remain secured when students are transported. Inspect seat bottoms for securement and condition. Make repairs if seat bottom is not securely anchored to seat frame or seat bottom padding/cover has damage and deterioration.
- 6) Inspect flip-up type seat bottom at side emergency door (if equipped) for proper operation. There must be clear access to the emergency door with a minimum aisle width of twelve (12) inches between seats. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist:**
  - **Not a clear minimum twelve- (12) inch aisle width to the side emergency door.**
  - **Flip-up seat bottom will not raise or lower.**
  - **Will not stay in the raised position or automatically retract properly when not occupied.**
- 7) Modesty Panels & Courtesy Panels – Inspect modesty panels and courtesy panels for condition, mounting, and padding. Make repairs if any of the following conditions exist: covering or padding damaged; mounting frame or attaching hardware missing/damaged. **The vehicle shall be removed from service until repairs are made if:**
  - **Bus is not equipped with a padded safety barrier in front of any passenger seat that does not have another seat in front of it.**
  - **Fire-blocking crash barrier fabric is repaired or replaced using unapproved procedures or non-fire blocking material.**

### **EMERGENCY DOOR/WINDOWS/HATCHES**

- 1) Operation – Inspect for operation and condition of rear emergency door and side door, door latch, door hold open feature (if equipped), door seal, emergency windows and emergency exits/ventilator (roof hatches). Make repairs if any of the following conditions exist: rear door opens too far and damages lights; door handle, latch or mounting hardware loose; mounting of guard for inside rear door handle loose; emergency door latch does not operate smoothly and easily when closing or opening; door hold open feature (if equipped) does not function or secure door in the open position; inside door handle is not equipped with a guard; emergency door does not open and close from the inside and outside easily; weather-strip seal is damaged or does not seal properly; roof hatch seal is damaged or dislodged; roof hatch does not open easily to full “emergency open” position. **The vehicle shall be removed from service until repairs are made if:**
  - **Emergency door or window will not open properly.**
  - **Is equipped with any type of a hasp, lock, or any other locking device (except for OEM interlock system).**
  - **Bus will start with any emergency door locked (OEM interlock system).**
  - **Latch mechanism will not secure door, hatch, or window in closed position.**
- 2) Buzzers – Check operation of buzzers for emergency doors, emergency exit windows and emergency exit roof hatches. Make repairs if buzzer fails to operate or gives false alarms. **The vehicle shall be removed from service until repairs are made if: emergency exit buzzer circuit fails to operate; emergency door fails to operate panel buzzer.**
- 3) Labeling and Pad – Inspect for label and opening instructions for emergency door, emergency windows, and emergency exit/ventilator (roof hatch). Make repairs if any of the following conditions exist: emergency exits are not clearly labeled inside and outside the bus as “Emergency Door” or “Emergency Exit”; emergency door, emergency windows, or emergency exit roof hatches do not



have readable instructions for operation on the inside of the exit (or readable from the inside); emergency exit door pad is ripped or has loose mounting; door pad is missing or has any protruding edge.

## **WINDSHIELD, SIDE & REAR WINDOWS**

- 1) Glass cracks – Inspect windshield and all windows for cracks and other damage. Make repairs if any of the following conditions exist: windshield cracks in the driver’s direct field of vision or any pock marks that obstruct the driver’s vision or any pock mark larger than a quarter anywhere on windshield; cracks in the windshield or any window, greater than two inches in length; crack in non-laminated safety glass. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist: glass is missing; laminated windshield or laminated window glass is broken or splintered that might cause injury when touched.**
  
- 2) Fogging – Check windshield and windows for fogging and reduced visibility or improper level of tinting. Make repairs if glass is starting to fog around the edges or is reduced in visibility through the windshield or any windows. **The vehicle shall be removed from service until repairs are made if:**
  - **Windshield or any window that provides visibility to any mirror is fogged more than two inches in from the outer border.**
  - **Windshield /window fogging or clouding results in reduced visibility of a mirror.**
  - **Tinting on the windshield or windows to the side of the driver that is not 70% light transmission or clearer.**
  - **Tinting on any windows behind the driver’s location that is not 28% light transmission or clearer.**
  
- 3) Latches and Window Operation – Check latches and windows for condition and operation. Make repairs if any of the following conditions exist: latches are hard to operate or any window does not move up and down freely; windows do not stay closed; window will not move (full travel) up and down. **The vehicle shall be removed from service if there is any loose, damaged, or protruding window hardware that would be a hazard to passengers.**
  
- 4) Sun Visor – Check drivers sun visor for condition and operation. Make repairs if any of the following conditions exist: sun visor is too tight and cannot be adjusted; driver sun visor is cracked, damaged, clouded, dirty; will not stay in position or has unauthorized stickers. (Cannot be altered from OEM) **The vehicle shall be removed from service until repairs are made if sun visor is missing or has sharp/protruding edges that could cause personal injury.**

## **WHEELCHAIR LIFT, DOOR, AND SECUREMENT SYSTEM**

- 1) Operate lift through complete cycle and inspect for proper operation, condition, safety features, manual backup system, fluid leaks, mounting, barrier operation, warning light, buzzer operation and overall condition. Make repairs if any of the following conditions exist: dome light at inside lift area inoperative; lift door or latch does not operate smoothly; fluid seepage at the lift; white light (if equipped) at exterior lift area inoperative; lift control cable or wiring damaged or routed improperly; lift does not fold, unfold, lift and lower properly; lift jerks or binds; lift leaks fluid onto or below floor; there is excessive side play (more than two inches) in the lift mechanism when the platform is partially or fully extended; lift jacks up the vehicle; manual backup system does not function properly. **The vehicle shall be removed from service until repairs are made if: elevator lift**

**platform is not flush with floor in “up” position; any part of the lift mechanism or hardware is damaged, missing, or not secure including cams, clips, pins, rollers, and platform fasteners.**

- 2) Inspect wheelchair and occupant securement (tie-down) system for condition, mounting, proper type, and location. Make repairs if any of the following conditions exist: track filled with dirt and trash; wheelchair tie down track or fasteners are loose, broken, or sections of track are not continuous within each wheelchair position; wheelchair or occupant securement straps are broken, frayed, or will not operate; wheelchair or occupant securement track mounted using lag type bolts or sheet metal screws.
- 3) Check for presence of a durable webbing cutter (if equipped) on all buses equipped with restraining devices or wheelchair positions. Must be securely mounted in the driver’s compartment, and within easy reach of the driver. Repair if no durable webbing cutter is present and properly mounted within easy reach of driver (if equipped).

## **OUTSIDE BUS**

### **ALL EXTERIOR LIGHTS & BACKUP ALARM**

**For LED lights, make repairs if 20% of LED bulbs are not operating in a light unit.  
(Eight Light Warning Lamps Require 100% of LEDs Operating)**

- 1) Headlights – Check both headlights for brightness, operation, condition of sealed beams and visible misaiming. Check high beam indicator operation and headlight switch. Make repairs if any of the following conditions exist: left and right sealed beams are different type (halogen vs. conventional); sealed beam does not operate on low and high; sealed beam lens foggy, cracked, or light is dim; high beam indicator does not function; any obvious misaiming of headlights; dimmer switch sticks, hard to operate or doesn’t function; headlight switch is damaged and/or not securely mounted; knob is missing. **The vehicle shall be removed from service until repairs are made if: lights go out after being on a short time; operation is intermittent; headlight circuit fails to operate.**
- 2) Turn Signals – Check turn signals (including bulbs and lenses) for operation and condition. Make repairs if any of the following conditions exist: front, rear or side-mounted turn signal lens is cracked; front, top of fender, rear, or side-mounted turn signal does not flash or is dim; turn signal indicator does not properly indicate right and left; turn signal switch does not function properly or will not maintain set position; turn signal switch does not cancel or return to neutral position; front, rear or side mounted turn signal lens is damaged or white light is visible; any turn signal lens has darkened, faded or dirty significantly affecting visibility or color of the light; front signals fail to operate. **The vehicle shall be removed from service until repairs are made if rear turn signal fails to operate.**
- 3) Hazard Lights – Check hazard lights for operation and condition. Make repairs if any of the following conditions exist: lens is cracked, darkened or dirty; four-way hazard light fails to function; hazard switch does not function or will not maintain set position with steering wheel in the straight-ahead position.
- 4) Side Marker Lights – Check side marker lights (if installed) for operation and condition. Make repairs if any side marker light fails to function or is cracked/damaged/darkened.

- 5) Brake Lights – Check brake lights and lens for operation and condition. Make repairs if any of the following conditions exist: Three or less brake lights fail to function; brake light lens is cracked/damaged; white light is visible; brake light lens is darkened, faded or dirty significantly affecting the visibility or color of the light. **The vehicle shall be removed from service until repairs are made if:**
- **Brake light circuit fails to function.**
  - **Brake pedal is in released and brake light switch sticks or lights stay on.**
  - **Brake light lens is not red or is not proper type meeting SAE specifications.**
- 6) Tail Lights – Check tail light and lens for operation and condition. Make repairs if any of the following conditions exist: tail light fails to function; taillight lens is cracked; taillight lens is darkened, faded or dirty significantly affecting the visibility/color of the light; taillight lens is damaged; white light is visible. **The vehicle shall be removed from service until repairs are made if:**
- **Taillight circuit fails to function.**
  - **Tail light lens is not red.**
  - **Taillight lens is not proper type meeting SAE specs.**
- 7) Backup Lights – Check backup lights for proper operation and condition. Make repairs if either backup light doesn't function or if any backup lens is cracked. **The vehicle shall be removed from service until repairs are made if: backup light stays on all of the time; backup lights stay on in any gear position other than reverse.**
- 8) Backup Alarm – Check operation and condition (if equipped) of backup alarm. Check operation by placing transmission selector in reverse gear (engine running) and listening for audible alarm sound. Make repairs if backup alarm doesn't function properly. **Backup alarms required on all 1997 and newer buses.**
- 9) Parking Lights – Check parking lights (if equipped) for proper operation. Make repairs if any of the parking lights (if equipped) are inoperable or if any park light lens is cracked/broken/darkened.

### **CLEARANCE LIGHTS, REFLECTORS, & STROBE LIGHT**

- 1) Clearance and Marker Lights – Check lights and lens for operation, condition, and location. Make repairs if any of the following conditions exist: clearance light fails to function; clearance light lens damaged or white light visible; rear clearance light lens not red; intermediate or front lens not amber; clearance light lens has darkened, faded or dirty which significantly affects the visibility or color of the light.
- 2) Reflectors – Check reflectors for condition and location. Reflectors are required as follows:
- a. Buses over 30' in length; two- (2) red on rear, one (1) intermediate amber on side.
  - b. Buses under 30' in length: is same, except intermediate amber is not required.
- Make repairs if any of the following conditions exist: reflector is damaged or cracked; required reflectors are missing; reflector is faded significantly affecting its original color.
- 3) Strobe Light- Check roof mounted white flashing strobe light (if equipped) for operation, location and condition. Make repairs if the strobe light does not function. ***Strobe lights required on all 1998 and newer buses.***

## **EIGHT LIGHT SYSTEM, STOP ARM, & CROSSING ARM**

### **Eight Light Warning Lamps Require 100% of LEDs Operating**

- 1) Eight Light Warning System Lights – Check eight light warning system lights for operation and condition. Make repairs if any of the following conditions exist: amber or red *pilot* light fails to function; light hood (if equipped) is damaged so that it obstructs visibility of the light. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist:**
  - **Amber or red light does not function or is dim.**
  - **Amber/red lights (both front and rear) do not alternately flash (side to side).**
  - **Warning light is not red (outer) or amber (inner) or is not the proper type.**
  - **Warning light lens is damaged and white light is visible.**
  - **Warning light lens has darkened, faded, misaimed, or dirty affecting the color of the light or reducing the visibility to less than 500 feet in bright sunlight.**
  - **Warning lights do not function.**
  
- 2) Stop Arm – Check stop arm for specifications, operation (fully extends to 90 degrees), and condition. Make repairs if any of the following conditions exist: wiring ground strap loose or not properly routed and secured; hinge or bushing is dry of lubrication; stop arm assembly or blade mounting loose; stop arm extends more or less than 90 degrees; stop arm does not fully extend or retract or is slow; air operated stop arm diaphragm has air leak; stop arm (paint or decal) is significantly faded or discolored. **The vehicle shall be removed from service until repairs are made if:**
  - **Stop arm light does not operate.**
  - **Does not flash between 60 and 120 times per minute.**
  - **Stop arm does not operate as designed.**
  
- 3) Crossing Control Arm – *Crossing arms required on all 1977 and newer buses.* Check front bumper mounted student crossing arm for operation, condition, mounting and retention device (i.e. magnet). Make repairs if any of the following conditions exist: crossing arm mount bolts loose; hinge bushings need lubrication or are damaged; air leaks from air operated diaphragm; arm does not fully extend (90 degrees); arm is improper height (level with bumper) when out. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist:**
  - **Bus is not equipped with a student crossing arm assembly and arm.**
  - **Crossing arm does not extend 60 degrees from bumper.**
  - **Crossing arm does not deploy when stop arm is activated.**

## **GENERAL CONDITION, BUS EXTERIOR**

- 1) Mirror Mounts and Mirror Glass – Check exterior mirror mounting, brackets and mirror glass for tightness and condition. Make repairs if any of the following conditions exist: mounting, bracket bolts or mirror glass loose; mounting or bracket bolts missing. **The vehicle shall be removed from service until repairs are made if:**

- **Mirror brackets are severely bent, broken, or mounting is insecure.**
  - **Mirror glass is discolored.**
  - **Mounting of mirror or bracket made by different manufacturers.**
  - **Driver or passenger mirror is missing.**
- 2) Body Glass – Check all body glass, gaskets and frames for cracks, discoloration and looseness. Make repairs if any side glass is cracked, loose or discolored. **The vehicle shall be removed from service until repairs are made if:**
- **Windshield glass is cracked and could be dislodged.**
  - **Glass is discolored and prevents driver from having clear visibility.**
  - **Glass is missing.**
  - **Any piece of glass is non-OEM.**
- 3) Bumpers – Check bumpers for mounting, condition, color, reflective tape (if equipped) and body seal (rear bumper). If bus is equipped with reflective strip on rear bumper, no other stickers are allowed to cover reflective strip (except vinyl reflective type). Make repairs if any of the following conditions exist: bumper is not black; bumper is equipped with any unauthorized stickers or decals (only stickers approved by DPI Transportation Services are to be installed); bumper has bent brackets/braces. **The vehicle shall be removed from service until repairs are made if:**
- **Bumper is significantly bent.**
  - **Bumper has protruding metal.**
  - **Bumper-mounting system is cracked or broken.**
  - **Bumper has cracked welds.**
  - **Bumper has missing or loose fasteners.**
- 4) Body Damage – Check body exterior for accident damage, scratches, dents, etc. Make repairs if body has small dents, scratches, etc. or has rusted spots. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist: body part damaged/dislocated creating a protrusion or sharp edge; body panels, rivets, or other components are damaged/corroded to the point where joint strength or body structural integrity is compromised.**
- 5) Paint – Check the paint on body and trim for required coloration and condition. Make repairs if paint is faded, discolored, rusted, or damaged. **The vehicle shall be removed from service until repairs are made if the paint is not National School Bus Yellow or warning light hoods and background are not black.**
- 6) Reflective Markings – Check reflective markings for coloration, reflectivity and condition. Make repairs if reflective markings are faded, discolored, damaged or peeling. **The vehicle shall be removed from service until repairs are made if reflective markings are missing around any emergency exit or door.** *Reflective markings required on 1995 and newer buses.*
- 7) Lettering – Check all lettering for required type, size, location, and color. **The vehicle shall be removed from service until repairs are made if bus is not equipped with the following lettering or they are not legible:**
- “School Bus” (8” letters) on front and rear.
  - “North Carolina Public Schools” (6” letters) on both sides. (5” before 1997)

- “County or School Unit Name” (3” letters) below “North Carolina Public Schools” on both sides.
  - ‘Bus Number” (6” letters) on front sides and rear.
  - “Emergency Door” (2” letters) on all emergency doors.
- 8) Emergency Door Operation – Check emergency door for operation from exterior of bus. Make repairs if emergency door latch mechanisms or hinges need lubrication. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist: emergency door latch mechanism is stuck or requires more than 40 pounds to release; emergency door handle is mounted horizontally to allow “hitching” onto the bus.**
- 9) Engine Hood – Check hood for operation, condition, and safety latch. Make repairs if any of the following conditions exist: hood is misaligned or rubbing cowl; hood is rubbing air filter assembly; hood hinges are not lubricated or are damaged; bumper or securement device is damaged or missing. **The vehicle shall be removed from service until repairs are made if any of the following conditions exist:**
- Hood cannot be opened as designed.
  - Safety latch does not secure hood.
  - Hood prop rod or hold open feature does not function properly.
- 10) Cleanliness – Check exterior of bus for cleanliness. Make repairs if the exterior of the bus is dirty. **The vehicle shall be removed from service if the bus is dirty to the point that visibility through any window or light lens is significantly reduced.**

## ROAD TEST

Road Test – Every bus is required to have a road test when monthly inspections are performed. The following items shall be checked during the road test.

- a. **Travel angle** – The travel angle shall be checked while the vehicle is being driven. Observe centerline on highway and check for side evenness to centerline. **The vehicle shall be taken out of service until repairs are made if travel angle is uneven.**
- b. **Steering Gear Operation** – Check steering gear for smooth operation, lost motion, and shimmy. Refer to chart on page 18 for maximum free play in steering. **The vehicle shall be removed from service until repairs are made if:**
  - Free play exceeds maximum allowable amount.
  - Excessive tire shimmy occurs.
  - Roughness is detected in steering gear.
- c. **Engine Performance** – Check engine for acceleration, smooth operation, noise in engine or valve train, and excessive smoke. Make repairs if engine fails to operate efficiently. **The vehicle shall be removed from service if excessive noise is detected or if engine fails to operate properly.**
- d. **Rear axle and driveline** – Check rear axle and driveline for vibration and noise. Make repairs if noise is detected. **The vehicle shall be removed from service until repairs are made if excessive noise and vibration are detected.**

- e. **Transmission** – Check transmission operation for up-shift, downshift and slippage. Make repairs if rough up-shift or downshift is experienced. **The vehicle shall be removed from service until repairs are made if transmission is slipping.**
- f. **Road Speed Control** – Check road speed control for proper operation. Check operation for high limit cut-off and low limit cut-in. Make repairs if high limit is 48 mph or above and if low cut-in is 42 or below. **The vehicle shall be removed from service until repairs are made if road speed control fails to operate or allows vehicle to exceed 50 MPH.**
- g. **Instrument Gauges, Speedometer, and Odometer** – Check all instrument gauges for proper operation. Make repairs if any gauge fails to operate properly. Check speedometer and odometer for proper operation. Make repairs if speedometer needle is erratic or if odometer fails to operate. **The vehicle shall be removed from service until repairs are made if speedometer fails to operate.**
- h. **Hydraulic Brake Warning Light** – Check operation of hydraulic brake warning light. **The vehicle shall be removed from service until repairs are made if warning light fails to operate.**
- i. **Low Air Warning Buzzer and light** – Check low air warning buzzer and light for proper operation. **The vehicle shall be removed from service until repairs are made if warning buzzer or light fail to operate properly.**

## APPENDIX A

### 30-DAY INSPECTION (step-by-step)

*Following is one suggested approach for conducting the 30-day inspection. It is important to conduct the inspection first, then to make repairs as needed.*

#### **Do not make repairs until inspection is completed.**

1. Review last inspection sheet.
2. Visually inspect under the vehicle for leaks.
3. Place wheel chock under front right tire.

#### **INSIDE THE BUS**

4. Enter the driver door. Check condition of hinges, panels, and door bumpers.
5. Inspect condition of handrails, steps and floor covering.
6. Operate the driver seat and the seat belt for secure mounting, condition, and proper operation. Adjust the seat through all positions and operate the seat belt.
7. Inspect the ignition switch (driver's key should not be in ignition). Check the ignition switch for proper operation.
8. Check to ensure air gauge is below ten pounds (if air brake vehicle)
9. With the ignition switch in the off position, depress the brake pedal on hydraulic brake buses and inspect the brake motor for proper operation.
10. With the ignition switch in the on position, check the operation of the low-air light, brake warning light, buzzer and any engine lights.
11. With the transmission in drive, check the operation of the neutral safety switch.
12. With the transmission in neutral and parking brake applied, turn the ignition switch to "start" and check the starter for proper engagement and disengagement.
13. Inspect the engine for noise, idle, misfire, and smoke.
14. Inspect volt gauge and oil pressure gauge for immediate reaction.
15. Notice reaction in the air gauge for proper build.
16. Inspect the interior roof, rear view mirror and sun visor for secure mounting, condition, and proper operation.
17. Inspect the windshield wipers and washer for proper operation.
18. Inspect all front glass for cracks, clarity, glazing, and secure mounting.
19. Check the inspection sticker for expiration date and condition.
20. Inspect the heater, defroster unit, fan output and temperature control lever for proper operation. Lubricate the control lever if needed.
21. Inspect the condition of water valves and hoses.
22. Check condition of brake and accelerator pad condition.
23. Inspect the dash for secure mounting and condition. Inspect all the accessories, and radio for proper operation, mounting and condition.
24. While in the drivers seat check and measure the steering play.



25. Turn on headlights, check the operation of the dimmer switch. Check the operation of the high beam indicator. Leave park lights on.
26. Operate directional lights, turning wheel to left and right, checking the auto return of switch, if equipped.
27. Operate four way flashers and leave on.
28. Turn on interior lights. Observe step light for proper operation.
29. Check operation of air build, both needles. If adequate, place transmission in drive and test parking brake.
30. Check e-brake warning lights, if equipped.
31. Place brake-holding tool on pedal. (An assistant is recommended during 30 day inspection process)
32. Step up in cab, check for fire extinguisher condition, first aid kit and spill kit (reflectors if equipped).
33. Check for condition of all required decals on bulkhead.
34. Release door switch from emergency to normal.
35. Activate eight-way lighting system, place shifter in reverse.
36. Walk to rear of bus and activate all roof buzzers and emergency exit levers, listening for buzzer operation. Open all emergency exits and check for binding and sticking. Inspect all emergency exit decals and lettering.
37. Operate rear door to full open position and check operation of holdback.
38. Check warning, lights, flashers, and reverse lights and buzzer if equipped. Listen for roof warning light operation.
39. Inspecting seats for cover damage, loose seat bottoms, secure mounting and any weak cushions.
40. Indicate if cleanliness of bus is not acceptable on the 30-day form.
41. Remove the brake-holding tool, sit in seat.
42. Place transmission in neutral; check operation of front warning lights.
43. Activate door switch and check operation of entrance door. Leave red warning lights on.
44. Replace brake-holding tool. (an assistant is recommended to aid with outside checks)

#### **OUTSIDE THE BUS**

45. Exit entrance door and inspect right rear view mirrors.
46. Inspect right side hood hold down strap.
47. Visually inspect reflectors, headlights, markers, and body condition as you go around the bus.
48. Check tire-tread. Check the right front tire pressure wheel condition. Check hub and wheel holding hardware for cracking or rust. Remove plug and check fluid if equipped.
49. Check extended walk arm mounting, diaphragm, and return cables and springs.
50. Inspect bumper bolts and grill as you go around
51. Inspect left side hood hold-down strap.
52. Check tire-tread. Check the left front tire pressure wheel condition. Check hub and wheel holding hardware for cracking or rust. Remove plug and check fluid if equipped.
53. Inspect left side rear view mirrors.
54. Check condition of drivers window slides and latch.
55. Check condition of extended stop arm, base, and diaphragm.
56. Open electrical box and inspect condition or wiring and mounting. Lock after inspecting.
57. Open battery box, slide out batteries and inspect cable and mounting.
58. Inspect for proper lettering and condition of bus body/paint on right side.

59. Check rear tire tread. Check the left rear tire pressures, and wheel condition. Check hub and wheel holding hardware for leaks, cracking or rust.
60. Go around rear of bus checking all lights, reflectors. Check exhaust tip for extending past bumper.
61. Inspect for proper lettering and condition of bus body/paint at rear of bus.
62. Check tire tread. Check the right rear tire pressures, and wheel condition. Check hub and wheel holding hardware for leaks, cracking or rust.
63. Inspect for proper lettering and condition of bus body/paint on left side.
64. Inspect condition of fuel cap and fuel tank area.
65. Indicate if exterior cleanliness of bus is not acceptable on the 30-day form.
66. Step up into bus and shut off eight-way lighting, park lights and hazards.

### **ENGINE COMPARTMENT**

67. Lift hood on bus.
68. Check washer fluid level.
69. Check alignment of belts, balancer and any vibration of engine accessories.
70. Begin inspecting at right rear of engine compartment and check around engine to the left side. Check for loose hoses, wires, leaks, and all engine and mounting bolts.
71. If equipped with filter minder, note the reading, if required inspect the air cleaner housing, filter, and manifold.
72. Check automatic transmission level.
73. Return to cab and turn engine off. Release parking brake.
74. Inspect all hoses and pump for seepage and leaks. Inspect the radiator, fan shroud, charge air cooler, oil cooler, top tank, and support rods for secure mounting, condition, corrosion, and leaks.
75. Check engine oil level.
76. Check master cylinder and fill if required and equipped.
77. Inspect the engine compartment brake lines or hoses for secure mounting, condition, leaks, routing, chafing, kinked or damaged lines.

### **UNDER THE BUS**

78. Lift front axle with bottle jack as required, all small bearing axles only. (7500 lb. GM)
79. Inspect steering shaft, u-joints, and slip joint.
80. Inspect steering box for mounting, leaks and any rust on bolts.
81. Inspect condition of pitman arm and drag link.
82. Inspect front left brake hose.
83. Inspect condition of brake can and all mounting hardware.
84. Measure slack adjustment travel. (Repeat this step on all four slack adjusters) See P. 8 for instructions.
85. Check free-play.
86. Check wheel bearing and kingpin play.
87. Examine under the left front tire area, check the condition of kingpins and front axle.
88. Inspect left tie-rod end.
89. Visually inspect tie-rod tube for straightness.
90. Inspect and note the remaining shoe or pad thickness.
91. Inspect front left spring, u-bolts, and hangers.

92. Inspect all around the oil pad and underneath of engine.
93. Inspect right front spring, u-bolts, and hangers.
94. Inspect and note the remaining shoe or pad thickness on the right front.
95. Inspect the right front tie-rod end.
96. Check condition of right kingpin, and front axle.
97. Check the right front free-play.
98. Inspect the brake hose, brake can, and all brake hardware.
99. Check wheel bearing and kingpin play.
100. Inspect engine crossover and engine mounts for condition.
101. Inspect front out-riggers and wheelhouses.
102. Insect around transmission, Check for leaks, loose wires and mounting.
100. Visually check front u-joint, check down drive shaft for proper alignment.
101. Follow battery cables to box, check routing, clamps and frame insulators.
102. Follow frame down left side of bus. Checking all lines, floors, body clamps, outriggers, and cross members, for condition.
103. Inspect air tanks and drain.
104. Inspect air-dyer if equipped.
105. Inspect the front half of the left rear spring, hanger and u-bolts.
106. Inspect the pinion seal and rear u-joint.
107. Follow drive shaft forward, inspecting u-joints and carrier bearings.
108. Inspect exhaust as you travel up the drive shaft.
109. Follow exhaust up to engine clamp.
110. Follow frame down right side of bus. Checking all lines, floors, body clamps, outriggers, cross members, for condition.
111. Inspect fuel tank. Check all mounting bolts, cages, lines, and wiring.
112. Inspect the front half of the right rear spring, hanger and u-bolts.
113. Inspect condition of right rear tire sidewalls.
114. Inspect the condition of the rear half of the right rear spring, hanger and u-bolts.
115. Inspect the condition all right rear hoses, brake cans, calipers, spider bolts and brake hardware for condition.
116. Check the free-play on the right rear brake.
117. Inspect and note the remaining shoe or pad thickness on the right rear.
118. Check differential vent for cleanliness
119. Inspect for brake hoses rubbing frame.
120. Inspect and note the remaining shoe or pad thickness on the left rear.
121. Check the free-play on the left rear brake.
122. Inspect the condition all left rear hoses, brake cans, calipers, spider bolts and brake hardware for condition.
123. Inspect the condition of the rear half of the left rear spring, hanger and u-bolts.
124. Inspect condition of left rear tire sidewalls.
125. Loop the rear floor section from the left side to the right side, inspecting the frame, bumper mounting, exhaust hangers, and joints.

## **ROAD TEST**

126. Remove wheel chock. Prepare for test drive. Wear seat belt.
127. Place transmission in drive and move vehicle forward.
128. Hold wheel loosely in hands and apply brakes, checking for any pulls.
129. Test brake several times during the test drive, checking for excessive noise, growls, pulls, and pedal travel. Record brake meter reading (optional) on 30-day sheet.
130. Proceed with test drive and feel for any pulling in wheel. Check for shakes and vibrations. Check return of wheel after turns and travel alignment.
131. Ensure transmission is shifting smoothly and at the correct time.
132. Operate bus to max speed and test the governor operation.
133. Check all mirrors for clear vision and adjustment.
134. Check speedometer and odometer for normal operation.
135. Listen for body snaps, and floor noises.
136. Listen for rear axle noise and vibration.
137. Check operation of water temp gauge, charging gauge for voltage, fuel gauge for bouncing, oil pressure dropping, and steady air pressure.
138. Listen for air governor cut out and air dryer operation if equipped.
139. Check exhaust for excessive smoking. Notice engine power for proper engine condition.
140. Operate at least one stop, operate eight-way lighting and walk, stop arm. Check door switches and handles for proper operation.
141. Park bus, let engine cool down, shut engine down.
142. Step on brake pedal and check pressure, listen for pressure leaks.
143. Set parking brake and drain air to less than ten pounds.
144. Notice operation of child reminder system if applicable.
145. Remove key and leave in designated location.
146. Complete and sign 30-day form.

## APPENDIX B

### OUT OF SERVICE ITEMS

- 1) The vehicle shall be removed from service until repairs are made if brake reading is below 60 percent.
- 2) The vehicle shall be removed from service until repairs are made if air pressure gauge(s) are not working.
- 3) The vehicle shall be removed from service until repairs are made if the cutout pressure is too low (below 100 p.s.i.) or too high (above 130 p.s.i.).
- 4) The vehicle shall be removed from service until repairs are made if vehicle moves with parking brake applied.
- 5) The vehicle shall be removed from service until repairs are made if: pressure leaks more than two- (2) psi per minute (brakes not applied); more than three- (3) psi per minute (with service brake applied).
- 6) The vehicle shall be removed from service until repairs are made if either light or buzzer is inoperative or buzzer fails to operate by 50 psi or continues to operate above 70 psi.
- 7) The vehicle shall be removed from service until repairs are made if any leaks are found in the brake or hydraulic system.
- 8) The vehicle shall be removed from service until repairs are made if brake pedal (reserve) is less than one inch from floor.
- 9) The vehicle shall be removed from service until repairs are made if there is any brake pedal fade (falling away) after initial firm application.
- 10) The vehicle shall be removed from service until repairs are made if rubber cover pad is missing or worn out.
- 11) The vehicle shall be removed from service until repairs are made if emergency brake control assembly is hard to operate or doesn't latch and release properly.
- 12) The vehicle shall be removed from service until repairs are made if park brake doesn't hold or functions improperly.
- 13) The vehicle shall be taken out of service until repairs are made if any of the following conditions exist: side-to-side play in steering column exceeds ¼ inch or up and down play exceeds one (1) inch; column assembly mounting (including floor mounting plate) or fasteners are loose; tilt/telescopic assembly (if equipped) will not stay in the locked position; steering column U-joint inside the bus (if equipped) is loose, damaged, or noisy after lubrication; flexible coupling, if equipped (rag joint) has loose or missing fasteners, damaged flexible disc, or elongated holes; any column u-joint, pinch bolt, other column fasteners, or input shaft coupling is loose, damaged, or missing; steering gearbox is loose on frame, or fasteners or lock tabs are loose or missing.
- 14) The vehicle shall be removed from service until repairs are made if any evidence of a leak is detected or fluid is excessively low (less than ¼ full).
- 15) The vehicle shall be removed from service until repairs are made if fluid is excessively low (less than ¼ full).
- 16) The vehicle shall be removed from service until repairs are made if: no oil is observed on dipstick; evidence of fuel or water contamination in the oil.
- 17) The vehicle shall be removed from service until repairs are made if the transmission fluid is not present on dipstick or is above the full mark (overfilled).
- 18) The vehicle shall be taken out of service until repairs are made if coolant cannot be seen in reservoir or in radiator tank with cap removed.
- 19) The vehicle shall be taken out of service until repairs are made if any of the following conditions exist: any belt tensioner does not pivot or move freely and apply spring pressure on belt; any tension on any belt is too loose (based on specifications of type tension gauge used); tension of any belt (using ruler method) is too loose when firm pressure is applied (greater than ¾ inch deflection) or if any slippage is detected.
- 20) Vehicle shall be removed from service if the diesel air filter restriction exceeds manufacturer's specifications.
- 21) The vehicle shall be removed from service until repairs are made if any portion of the power steering pump, mounting brackets or fasteners is cracked, loose or missing.

- 22) The vehicle shall be removed from service until repairs are made if compressor mounting brackets or fasteners is cracked, loose or missing.
- 23) The vehicle shall be removed from service until repairs are made if water pump is noisy, bearing is damaged, or coolant is leaking out.
- 24) The vehicle shall be removed from service until repairs are made if: fan has any cracked, bent, or broken blades; any portion of fan mounting is loose; fan clutch is seized or loose.
- 25) The vehicle shall be placed out of service until repairs can be made if any portion of the alternator, mounting brackets or fastener is cracked, loose, or missing.
- 26) The vehicle shall be taken out of service until repairs can be made if: there is any unsecured or poorly routed wiring that could cause a potential short or fire due to abrasion; heat damage or if there is any burnt wiring or wiring (other than ground wires) missing insulation.
- 27) The vehicle shall be removed from service until repairs can be made if any fuel system connection is stripped, loose, cracked, or leaking.
- 28) The vehicle shall be taken out of service until repairs can be made if the radiator cap is missing.
- 29) The vehicle shall be taken out of service until repairs can be made if: there is any noise, binding, or roughness is discovered in bearings; wheel bearing endplay exceeds manufacturer's specifications (maximum of .010" in and out play measured at bearing hub).
- 30) The vehicle shall be taken out of service until repairs can be made if: I-beam has been cut, modified (other than qualified machine shop to repair axle eye) or damaged; there is any bluing or other evidence that the I-beam has been heated.
- 31) The vehicle shall be taken out of service until repairs can be made if: locking pin is backing out, loose, or missing; kingpin movement is more than ¼ inch measured at the outside edge of the tire; the vertical (up and down) play in kingpin assembly is greater than .030"; thrust bearing is damaged or missing.
- 32) Vehicle shall be removed from service if side play at outside edge of tire is greater than ¼ inch.
- 33) The vehicle shall be taken out of service until repairs can be made if: any front spring shackle or hanger is loose, cracked, broken; front spring mount-to-frame fastener is loose, missing, broken, cracked; the frame is cracked at any spring mounting location.
- 34) The vehicle shall be removed from service until repairs can be made if wear exceeds ¼ inch or bushing is missing.
- 35) The vehicle shall be taken out of service until repairs are made if: A-frame assembly is bent, missing or broken; fasteners/u-bolts are loose or missing; mounting of bushing assembly is not secure; rubber bushing is missing; A-frame, bushing or pivot arm has more than .050 free play at pivot point.
- 36) The vehicle shall be taken out of service until repairs are made if the following conditions exist: ball joint mounting is loose, missing or cotter pin is missing; ball joint to A-frame mounting is cracked, loose or has been welded.
- 37) The vehicle shall be taken out of service until repairs are made if any shock mount bracket, U-bolt, seating plate or nut is loose, missing, cracked, stripped.
- 38) The bus shall be removed from service until repairs can be made if any shock is broken or missing.
- 39) The vehicle shall be taken out of service until repairs are made if: either front spring saddle (if equipped) is missing or any leaf spring is broken, cracked or missing; spring eye is worn or spread such that bushings are loose in spring eye; coil spring is broken or insecurely mounted; non-OEM blocks or spacers are installed; there is misalignment of spring leaves or other evidence that center pin is loose or broken; either front coil or leaf spring is worn so that the rubber frame bumper is damaged or worn due to frequent bottoming of front suspension; alignment wedge is loose or damaged; air bag type spring assembly or bag is damaged/leaking.
- 40) Remove bus from service until repairs can be made if evidence of fresh oil is found on the brake linings, drums or rotors.
- 41) The vehicle shall be taken out of service until repairs can be made if; any front brake hose or connection is leaking fluid or air pressure; any front brake hose is kinked, collapsed, bulging, has damaged plies, cords or is damaged below outer covering.
- 42) The vehicle shall be taken out of service until repairs are made if; any brake line is crimped or damaged significantly and restricting air pressure or hydraulic fluid; any brake line or connection is leaking air pressure or hydraulic fluid.

- 43) The vehicle shall be taken out of service until repairs can be made if: front brake chamber-mounting bracket is cracked, bent, broken or if either chamber is not of the original size; size of chambers is not matched left and right (both sides must be the same size); non-manufactured holes are found in the spring brake housing.
- 44) The vehicle shall be taken out of service until repairs are made if: any portion of the slack adjuster or S-cam is missing, broken, cracked, or badly worn; S-cam snap ring is missing; slack adjuster has a frozen or stripped worm gear or ratchet assembly.
- 45) The vehicle shall be taken out of service until repairs are made if any portion of the pushrod assembly (locknut, pushrod, clevis and pin, or cotter pin) is loose, missing or damaged. The vehicle shall be taken out of service until repairs are made if: lining is broken, cracked, or loose on shoe; shoe platform or webbing is cracked/damaged; there is any loose, damaged, or missing foundation brake hardware within the drum; friction surface is contaminated with oil, grease, or brake fluid; lining with a thickness less than 3/16 inch on a continuous lining or 1/4 for a shoe with two pads; IF EQUIPPED WITH DISC STYLE BRAKES, MINIMUM IS 1/8"
- 46) The vehicle shall be removed from service until repairs can be made if: there is any grease, oil or brake fluid on the inside of the drum; any drum is not mounted securely to hub; fasteners are loose; drums with external crack or cracks that open upon brake application.
- 47) The vehicle shall be removed from service until repairs can be made if: rotor mounting is not secure; friction surface is contaminated with oil, grease, or brake fluid; any rotor friction surface is significantly grooved or damaged.
- 48) Vehicle shall be removed from service until repairs can be made if any wheel cylinder or caliper: is not securely mounted; has loose or missing fasteners; has rotor/ drum damage; wheel cylinder /caliper is sticking.
- 49) The vehicle shall be removed from service until repairs are made if there is any damage or condition that prevents proper adjustment of S-cam or air disc type brakes.
- 50) The vehicle shall be removed from service until repairs can be made if any automatic slack adjuster arm or mechanism is damaged or loose.
- 51) The vehicle shall be taken out of service until repairs are made if: transmission is not mounted securely to flywheel housing; there is external indication that any torque converter bolt is loose or missing.
- 52) The vehicle shall be taken out of service until repairs are made if: linkage is bent, damaged, binding or severely misadjusted; linkage hardware or fasteners are missing or linkage is damaged so as to cause a sticking or binding; modulator vacuum hose is leaking or not connected.
- 53) The vehicle shall be taken out of service until repairs are made if the body of the transmission filter housing, including all hose connections, are cracked or damaged.
- 54) The vehicle shall be taken out of service until repairs are made if: the clutch cannot be adjusted to specifications; release bearing is excessively noisy; clutch is slipping, grabbing, or has excessive chatter when engaging clutch; linkage or return spring is binding or sticking; transmission is hard to shift.
- 55) The vehicle shall be removed from service if the clutch pedal cover pad is missing or built up with extender block not of OEM design.
- 56) The vehicle shall be removed from service until repaired if either the master or slave cylinder is leaking or inoperable.
- 57) The vehicle shall be removed from service until repairs are made if fresh engine oil is dripping on any portion of exhaust system.
- 58) The vehicle shall be removed from service until repairs are made if the coolant leakage is excessive and could result in engine failure.
- 59) The vehicle shall be removed from service until repairs are made if fresh transmission fluid is dripping on any portion of the exhaust system.
- 60) The vehicle shall be removed from service until repairs are made if the power steering fluid is dripping.
- 61) The vehicle shall be taken out of service until repairs are made if any of the following conditions exist: fuel leakage from the tank, connections, or cap; fuel tank has any cracks; connections are loose at the tank.
- 62) The vehicle shall be taken out of service until repairs are made if: any portion of fuel tank mounting system (including support brackets, retaining straps, and chassis frame) is missing, loose, cracked, or broken; fuel tank mounting fasteners are loose or missing; barrier assembly is damaged, insecurely mounted or missing.

- 63) The vehicle shall be taken out of service until repairs are made if: fuel line or hose is unsecured or is routed subject to excessive heat or abrasion; fuel line or hose is deteriorated or damaged (including cracks or damage that may cause potential leakage) or clamps are loose or missing; under-bus fuel system filter, water separator, or other components are insecurely mounted, cracked or damaged.
- 64) The vehicle shall be taken out of service until repairs are made if any portion of sending unit wiring (including ground) or connections is unsecured or is routed subject to excessive heat or abrasion.
- 65) The vehicle shall be taken out of service until repairs are made if: safety valve leaks or does not release pressure; excessive sludge or oil contamination in the reservoir (more than (8) fluid ounces); reservoir leaks due to corrosion or is cracked.
- 66) The vehicle shall be taken out of service until repairs are made if: drive shaft is bent or seriously dented; there are cracks or other damage in the drive shaft, which could cause structural failure.
- 67) The vehicle shall be taken out of service until repairs can be made if: hardware or fasteners are missing in any U-joint or CV joint assembly; U-joint has significant cross-shaft-to-bearing cup play or CV joint has significant play; U-joint or CV joint shows evidence of significant rusting of bearings; bearing cup is loose in yoke.
- 68) The vehicle shall be taken out of service until repairs are made if any yoke has significant play in splines or if any yoke is cracked or damaged.
- 69) The vehicle shall be taken out of service until repairs are made if: bearing outer race is loose in insulator or inner race is loose on shaft; there is significant play in hanger bearing; there are missing or damaged hardware/fasteners in hanger bearing or support assembly.
- 70) The vehicle shall be taken out of service until repairs are made if drive shaft guard is missing.
- 71) The vehicle shall be taken out of service until repairs are made if: lining is broken, cracked or loose; drum is cracked or has excessive heat damage or scoring of friction surface; actuating/mounting hardware or fastener is damaged, loose/missing; park brake is not adjusted per manufacturer's specifications.
- 72) The vehicle shall be taken out of service until repairs are made if: any portion of axle housing is cracked or bent; any portion of axle housing is leaking lubricant due to cracks, porous metal, or defective weld.
- 73) The vehicle shall be taken out of service until repairs are made if: lubricant is excessively low in the differential; differential pinion yoke has endplay or side play exceeding manufacturer's specifications; pinion/yoke end nut is loose or missing.
- 74) The vehicle shall be taken out of service until repairs are made if: any leaf spring is broken or missing; air bag type spring assembly or air bag is damaged/leaking; airlines or valves are damaged/leaking; misalignment of spring leaves or other evidence that centering pin is loose or broken; either rear leaf spring is worn to the point that suspension bottoming has damaged rubber frame bumper.
- 75) The vehicle shall be taken out of service until repairs are made if any U-bolt seating plate or shock mount bracket nut is loose missing cracked, or stripped.
- 76) The bus shall be removed from service until repairs are made if any shock is broken or missing.
- 77) The vehicle shall be taken out of service until repairs are made if front spring shackle/hanger is loose, cracked or broken.
- 78) The vehicle shall be removed from service until repairs are made if wear exceeds ¼ inch or bushing is missing.
- 79) The vehicle shall be taken out of service until repairs are made if: front spring shackle/hanger is loose, cracked or broken; front spring mount-to-frame fastener is loose, missing, broken or cracked; the frame is cracked at any spring mounting location; spring hanger or bracket is cracked (1/2 inch or more) or broken; any mounting fastener is loose or missing.
- 80) The vehicle shall be taken out of service until repairs are made if evidence of fresh oil is found on the brake linings or drums/rotors.
- 81) The vehicle shall be taken out of service if there is any detectable looseness or roughness in rear wheel bearings.
- 82) The vehicle shall be taken out of service until repairs are made if: rear brake hose or connection is leaking fluid or air pressure; rear brake hose is kinked, collapsed, bulging or has damaged plies or cord; any damage below outer covering.
- 83) The vehicle shall be taken out of service until repairs are made if: brake line is bent, crimped, damaged significantly restricting air pressure or hydraulic fluid; brake line or connection is leaking air pressure or hydraulic fluid; any brake line is not of proper size or type.



- 84) The vehicle shall be taken out of service until repairs are made if: rear brake chamber mounting bracket is cracked, bent, or broken; either chamber is not original size or size of chamber is not matched (both sides to be same size).
- 85) The vehicle shall be taken out of service until repairs are made if: any portion of slack adjuster or S-cam is missing, broken, cracked, or badly worn; S-cam snap ring is missing; slack adjuster has frozen or stripped worm gear or ratchet assembly.
- 86) The vehicle shall be taken out of service until repairs are made if: any portion of pushrod assembly (locknut, pushrod, clevis and pin or cotter pin) is loose, missing, or damaged; pushrod on left and right sides are not mounted in identical (same) slack adjuster location holes (same effective slack adjuster length).
- 87) The vehicle shall be taken out of service until repairs are made if: lining is broken, cracked, or loose on shoe; shoe platform or webbing is cracked or damaged; any loose damaged or missing foundation brake hardware is within the drums.
- 88) The vehicle shall be taken out of service until repairs are made if: grease, oil or brake fluid is on the inside of the drum; drum is not mounted securely to hub or fasteners are loose.
- 89) The vehicle shall be taken out of service until repairs are made if: rotor mounting is not secure; friction surface is contaminated with oil, grease, or brake fluid; rotor friction surface is significantly grooved or damaged.
- 90) The vehicle shall be taken out of service until repairs are made if: caliper is not securely mounted or has loose or missing fasteners; there is rotor or drum damage; evidence that any wheel cylinder/caliper may be sticking.
- 91) The vehicle shall be taken out of service until repairs are made if: there is damage or condition that prevents proper adjustment of S-cam or air disc type brakes; any brake adjustment is out of specification.
- 92) The vehicle shall be removed from service until repairs are made if: any automatic slack adjuster arm or mechanism is damaged or loose; adjusted stroke (pushrod travel) of any automatic slack adjuster equipped brake exceeds maximum shown in charts on page 8.
- 93) The vehicle shall be taken out of service until repairs are made if: originally installed body hold-down or cowl mount is missing; three or more body hold-downs are loose, misaligned or have missing hardware; three or more body hold-downs have cracks or stripped nuts at floor sill securement point.
- 94) The vehicle shall be taken out of service until repairs are made if: holes or cracks in floor sheet metal create an opening to the passenger compartment; entire cross-section of any floor sill or brace is broken; any broken weld or mounting of a floor sill/brace resulting in complete separation more than one (1) foot in length; any broken weld in the mounting of the bracing (K-member) at the front of the body floor (between step-well and driver's area).
- 95) The vehicle shall be taken out of service until repairs are made if originally installed (as required by manufacturer) outrigger is missing.
- 96) The vehicle shall be taken out of service until repairs are made if: there is any crack in either frame rail or cross-member; there is any loose, missing rivet or other fastener securing a cross-member to the frame.
- 97) The vehicle shall be taken out of service until repairs are made if there is any leakage, which is audible or felt around any portion of the exhaust system including manifold, pipe sections or any junction.
- 98) The vehicle shall be removed from service until repairs are made if the muffler is leaking and produces an audible sound or exhaust is felt from the leaking area (weep hole is excluded).
- 99) The vehicle shall be removed from service until repairs are made if the tailpipe is leaking and produces an audible sound or exhaust is felt from the leaking area.
- 100) The vehicle shall be taken out of service until repairs are made if: tread depth of either front tire is less than 4/32-inch (2/32-inch for rear tires) at three points spaced equally around the circumference of the tire in the same major tread groove; measured tread depth of either front tire is 2/32-inch or less (1/32-inch for rear tires) measured at the most worn single point of the tire, except at wear bar; recapped tire has been re-grooved; front tire is a recapped or re-grooved tire; there is evidence that any tire has been re-grooved using unapproved procedure.
- 101) The vehicle shall be taken out of service until repairs are made if any of the following conditions exist: cuts, abrasion, or other damage to tire sidewall resulting in exposed or damaged cord; separation, bulges (other than normal manufacturer bulge) or other damage within the carcass of the tire; cracks that run around the bead or sidewall of the tire; retread tire that has any separation of the tire tread from the tire

- carcass that could result in tire or tread failure; valve stem is damaged; damage to the lock ring assembly or lock ring groove of a multi-piece rim, including rust or corrosion which could cause the lock ring not to seat fully; cracks or breaks at the lugholes or any other part of a rim or cast spokes; dents or bends in a rim that could result in failure of a rim or separation of the tire from the rim.
- 102) The vehicle shall be taken out of service until repairs are made if any of the following conditions exist: any tire marked for other than highway use; tire is not of the proper type, size and minimum load rating; any tire on an axle are not of the same type (e.g., lug or rib) and size; tire is below minimum load rating; if radial and bias ply tires are intermixed on the same axle.
- 103) The vehicle shall be removed from service until repairs are made if tires/rim are grossly misaligned, affecting steering.
- 104) The vehicle shall be removed from service until repairs are made if any of the following conditions exist: improper matching of rims and lock rings; evidence of slippage of wheel assembly on cast spoke hub; stud holes are elongated; any wheel or stud is loose, rusting or corrosion indicating possible looseness; wheel stud or nut is broken or missing; improper spacer has been installed between dual wheels.
- 105) The vehicle shall be removed from service until repairs are made if any of the following conditions exist: rating is less than 2 ½ pound minimum, 2002 and newer must have 5 lb. minimum and 10BC rating; no fire extinguisher on bus; tamper proof seal material cannot be broken.
- 106) The vehicle shall be removed from service until repairs are made if entire contents or kit are missing.
- 107) The vehicle shall be removed from service until repairs are made if entire contents or kit are missing.
- 108) Remove the bus from service if reflectors are missing.
- 109) The vehicle shall be removed from service until repairs are made if the starter will engage in any gear other than park or neutral.
- 110) The vehicle shall be removed from service until repairs are made if: shifter will not shift into all available gear positions; the indicator indicates wrong gear; detent is non-functional, or if ball or knob (handle) is missing from end of shifter lever.
- 111) The vehicle shall be removed from service until repairs are made if: switch operates without a key; bus is equipped with a push button or a device other than key type switch; engine will not crank/start; switch doesn't function properly in start, run, off or accessory position; switch is intermittent in any position.
- 112) The vehicle shall be removed from service until repairs are made if: pedal and assembly are not mounted securely; control design and mounting are not of OEM design; accelerator control and linkage sticks or doesn't operate freely; pedal is built-up with extender block or not of OEM design.
- 113) The vehicle shall be removed from service until repairs are made if: engine cannot be started; shutdown or operation is difficult; bus was originally equipped with ignition switch type controlled shutdown and has been retrofitted with manual type shutdown.
- 114) The vehicle shall be removed from service until repairs are made if: oil or temperature warning system is not functioning or is unreadable; speedometer doesn't work or is confirmed to be inaccurate; speedometer is unreadable or damaged; pressure gauge is inaccurate, unreadable or not working.
- 115) The vehicle shall be removed from service until repairs are made if horn fails to function as designed.
- 116) The vehicle shall be removed from service until repairs are made if high coolant temperature warning light or buzzer is inoperative (either constant or momentary).
- 117) The vehicle shall be removed from service if air brake warning light and air brake buzzer are simultaneously non-functioning (either constant or momentary).
- 118) The vehicle shall be removed from service until repairs are made if the low oil pressure warning light or buzzer is inoperative (either constant or momentary).
- 119) The vehicle shall be removed from service until repairs are made if: any wire or connector is cut or severely chafed; wire/conductor is exposed or routed against a sharp edge; any interference with the driver controls.
- 120) The vehicle shall be removed from service until repairs are made if there are any open holes or unsealed area in the firewall.
- 121) The vehicle shall be removed from service until repairs are made if the following exist: unsealed holes or cracks through the underside of the bus; aisle-molding strip is not securely fastened to the floor or aisle or if cover molding presents a sharp edge or protrusion; any damage to the rubber floor covering which could cause a tripping hazard.
- 122) The vehicle shall be removed from service until repairs are made if step-well support structure is broken or step-well is rusted through.

- 123) The vehicle shall be removed from service until repairs are made if: entrance handrail is missing or not securely mounted; handrail fails the “NHTSA String and Nut Test”.
- 124) The vehicle shall be removed from service until repairs are made if any of the following conditions exist: any sharp edges, rust-through or projections from paneling that could cause injury to passengers or driver.
- 125) The vehicle shall be removed from service until repairs are made if there are any aerosol cans, containers with flammable/volatile chemicals or any unlabeled container located inside the bus.
- 126) The vehicle shall be removed from service until repairs are made if seals or weather stripping allow air/fume leaks into the driver’s compartment.
- 127) The vehicle shall be removed from service until repairs are made if either wiper fails to operate.
- 128) The vehicle shall be removed from service until repairs are made if any portion of heating system within the passenger area creates sharp edges, projections or other hazards to passengers.
- 129) The vehicle shall be removed from service if protective cage around driver fan is missing, loose, or damaged.
- 130) The vehicle shall be removed from service until repaired if any mirror is missing or if any mirror is cracked, pitted, clouded or deteriorated to the extent that vision is obscured or will not hold a set adjustment.
- 131) The vehicle shall be removed from service until repairs are made if: any crossover mirror is missing; any mirror is cracked, pitted, clouded or deteriorated to the extent that vision is obscured or will not hold a set adjustment; mounting of any mirror and bracket made by different manufacturers.
- 132) The vehicle shall be removed from service until repairs are made if any of the following conditions exist: seat frame and mounts are cracked, broken or distorted; seat moved from OEM position (unless repositioned using written OEM approved mounting instructions); driver seat belt is missing or inoperable; seat belt is routed improperly; seat belt buckle and tongue assemblies do not latch and release properly.
- 133) The vehicle shall be removed from service until repairs are made if: seat frames or welds are broken or cracked; seat frame hardware has been added or modified which results in projections or sharp edges; non-OEM seat frames have been installed.
- 134) The vehicle shall be removed from service until repairs are made if any seat mounting fasteners are of lower grade or different type than OEM fasteners for the specific locations.
- 135) The vehicle shall be removed from service until repairs are made if any seat foam is missing.
- 136) The vehicle shall be removed from service if any vehicle that came equipped with fire-block upholstery (all lift buses and all others manufactured after late 1996) has been retrofitted with upholstery other than fire-block.
- 137) The vehicle shall be removed from service until repairs are made if any of the following conditions exist: not a clear minimum twelve- (12) inch aisle width to the side emergency door; flip-up seat bottom will not raise or lower; will not stay in the raised position or automatically retract properly when not occupied.
- 138) The vehicle shall be removed from service until repairs are made if: bus is not equipped with a padded safety barrier in front of any passenger seat that does not have another seat in front of it; fire-blocking crash barrier fabric is repaired or replaced using unapproved procedures or non-fire blocking material.
- 139) The vehicle shall be removed from service until repairs are made if: emergency door will not open properly; is equipped with any type of a hasp, lock, or any other locking device (except for OEM interlock system); bus will start with any emergency door locked (OEM interlock system); latch mechanism will not secure door, hatch, or window in closed position.
- 140) The vehicle shall be removed from service until repairs are made if: emergency exit buzzer circuit fails to operate; emergency door fails to operate panel buzzer.
- 141) The vehicle shall be removed from service until repairs are made if any of the following conditions exist: glass is missing; laminated windshield or laminated window glass is broken or splintered that might cause injury when touched.
- 142) The vehicle shall be removed from service until repairs are made if: windshield or any window that provides visibility to any mirror is fogged more than two inches in from the outer border; windshield /window fogging or clouding results in reduced visibility of a mirror; tinting on the windshield or windows to the side of the driver that is not 70% light transmission or clearer; tinting on any windows behind the driver’s location that is not 28% light transmission or clearer.
- 143) The vehicle shall be removed from service if there is any loose, damaged, or protruding window hardware that would be a hazard to passengers.

- 144) The vehicle shall be removed from service until repairs are made if sun visor is missing or has sharp/protruding edges that could cause personal injury.
- 145) The vehicle shall be removed from service until repairs are made if: elevator lift platform is not flush with floor in “up” position; any part of the lift mechanism or hardware is damaged, missing, or not secure including cams, clips, pins, rollers, and platform fasteners.
- 146) The vehicle shall be removed from service until repairs are made if: headlights go out after being on a short time; operation is intermittent; headlight circuit fails to operate.
- 147) The vehicle shall be removed from service until repairs are made if rear turn signal fails to operate.
- 148) The vehicle shall be removed from service until repairs are made if: brake light circuit fails to function; brake pedal is released, brake light switch sticks or lights stay on; brake light lens is not red or is not proper type meeting SAE specifications.
- 149) The vehicle shall be removed from service until repairs are made if: taillight circuit fails to function; tail light lens is not red; taillight lens is not proper type meeting SAE specs.
- 150) The vehicle shall be removed from service until repairs are made if: backup light stays on all of the time; backup lights stay on in any gear position other than reverse.
- 151) The vehicle shall be removed from service until repairs are made if any of the following conditions exist: amber or red light does not function or is dim; amber/red lights (both front and rear) do not alternately flash (side to side); warning light is not red (outer) or amber (inner) or is not the proper type; warning light lens is damaged and white light is visible; warning light lens has darkened, faded, misaimed, or dirty affecting the color of the light or reducing the visibility to less than 500 feet in bright sunlight; warning lights do not function.
- 152) The vehicle shall be removed from service until repairs are made if any stop arm light does not flash or does not flash between 60 and 120 times per minute or if stop arm does not operate as required.
- 153) The vehicle shall be removed from service until repairs are made if any of the following conditions exist: bus is not equipped with a student crossing arm assembly and arm; crossing arm does not extend 60 degrees from bumper; crossing arm does not deploy when stop arm is activated.
- 154) The vehicle shall be removed from service until repairs are made if: mirror brackets are severely bent, broken, or mounting is insecure; mirror glass is discolored; driver or passenger mirror is missing; mounting of any mirror or bracket made by different manufacturers.
- 155) The vehicle shall be removed from service until repairs are made if: windshield glass is cracked and could be dislodged; glass is discolored and prevents driver from having clear visibility; glass is missing, any piece of glass is non-OEM.
- 156) The vehicle shall be removed from service until repairs are made if: bumper is significantly bent; bumper has protruding metal; bumper-mounting system is cracked or broken; bumper has cracked welds; missing or loose fasteners.
- 157) The vehicle shall be removed from service until repairs are made if any of the following conditions exist: body part is damaged or dislocated creating a protrusion or sharp edge; body panels, rivets, or other components are damaged/corroded to the point where joint strength or body structural integrity is compromised.
- 158) The vehicle shall be removed from service until repairs are made if the paint is not National School Bus Yellow or warning light hoods and background are not black.
- 159) The vehicle shall be removed from service until repairs are made if reflective markings are missing around any emergency exit or door. *Reflective markings required on 1995 and newer buses*
- 160) The vehicle shall be removed from service until repairs are made if all exterior lettering is not readable.
- 161) The vehicle shall be removed from service until repairs are made if any of the following conditions exist: emergency door latch mechanism is stuck or requires more than 40 pounds to release; emergency door handle is mounted horizontally to allow “hitching” onto the bus.
- 162) The vehicle shall be removed from service until repairs are made if any of the following conditions exist: hood cannot be opened as designed; safety latch does not secure hood; hood prop rod or hold open feature does not function properly.
- 163) The vehicle shall be removed from service if the bus is dirty to the point that visibility through any window or light lens is significantly reduced.
- 164) The vehicle shall be taken out of service until repairs are made if travel angle is uneven.

- 165) The vehicle shall be removed from service until repairs are made if: free play exceeds maximum allowable amount; excessive tire shimmy occurs; roughness is detected in steering gear.
- 166) The vehicle shall be removed from service if excessive noise is detected or if engine fails to operate properly.
- 167) The vehicle shall be removed from service until repairs are made if excessive noise and vibration are detected during road test.
- 168) The vehicle shall be removed from service until repairs are made if transmission is slipping.
- 169) The vehicle shall be removed from service until repairs are made if road speed control fails to operate or allows vehicle to exceed 50 MPH.
- 170) The vehicle shall be removed from service until repairs are made if speedometer fails to operate.
- 171) The vehicle shall be removed from service until repairs are made if hydraulic brake warning light fails to operate.
- 172) The vehicle shall be removed from service until repairs are made if low air warning buzzer or light fails to operate properly.

**UNDER NO CIRCUMSTANCES SHALL A SCHOOL BUS BE USED TO TRANSPORT PASSENGERS WITH A KNOWN DEFECT THAT HAS BEEN DEFINED AS AN OUT OF SERVICE ITEM.**

## APPENDIX C

### PUBLIC SCHOOL LAW G.S. 115C-248

**§ 115C-248. Inspection of school buses and activity buses; report of defects by drivers; discontinuing use until defects remedied.**

(a) The superintendent of each local school administrative unit, shall cause each school bus owned or operated by such local school administrative unit to be inspected at least once each 30 days during the school year for mechanical defects, or other defects which may affect the safe operation of such bus. A report of such inspection, together with the recommendations of the person making the inspection, shall be filed promptly in the office of the superintendent of such local school administrative unit, and a copy thereof shall be forwarded to the principal of the school to which such bus is assigned.

(b) It shall be the duty of the driver of each school bus to report promptly to the principal of the school, to which such bus is assigned, any mechanical defect or other defect which may affect the safe operation of the bus when such defect comes to the attention of the driver, and the principal shall thereupon report such defect to the superintendent of the local school administrative unit. It shall be the duty of the superintendent of the local school administrative unit to cause any and all such defects to be corrected promptly.

(c) If any school bus is found by the principal of the school, to which it is assigned, or by the superintendent of the local school administrative unit, to be so defective that the bus may not be operated with reasonable safety, it shall be the duty of such principal or superintendent to cause the use of such bus to be discontinued until such defect is remedied, in which event the principal of the school, to which such bus is assigned, may permit the use of a different bus assigned to such school in the transportation of the pupils and employees assigned to the bus found to be defective.

(d) The superintendent of each local school administrative unit, shall cause each activity bus which is used for the transportation of students by such local school administrative unit or any public school system therein to be inspected for mechanical defects, or other defects which may affect the safe operation of such activity bus, at the same time and in the same way and manner as the regular public school buses for the normal transportation of public school pupils are inspected. A report of such inspection, together with the recommendations of the person making the inspection, shall be filed with the principal of the school which uses and operates such activity bus and a copy shall be forwarded to the superintendent of the local school administrative unit involved. It shall be the duty of the driver of each activity bus to make the same reports to the principal of the school using and operating such activity bus as is required by this section. If any public school activity bus is found to be so defective that the activity bus may not be operated with reasonable safety, it shall be the duty of such principal to cause the use of such activity bus to be discontinued until such defect is remedied to the satisfaction of the person making the inspection and a report to this effect has been filed in the manner herein prescribed. Nothing in this subsection shall authorize the use of State funds for the purchase, operation or repair of any activity bus. (1955, c. 1372, art. 21, s. 8; 1961, c. 474; 1975, c. 150, s. 2; 1981, c. 423, s. 1.)

## APPENDIX D

### 30 Day Inspection Video

An instructional video produced in 2000 was provided to each school bus garage in North Carolina as an educational tool for new technicians and a refresher for others performing 30 day inspections.

*With an introduction from Ned Jarrett, this video serves as a guide and reference for the required 30-day inspection of North Carolina's school buses.*

**North Carolina  
Thirty-Day  
Bus Inspection**

*N.C. Department of Public Instruction  
-Transportation Services*

**SCHOOL BUS**

*Covering:*

- Inspection Preparation*
- Bus Interior*
- Engine Compartment*
- Bus Exterior*
- Bus Underside*
- Road Test*

*NTSC  
VHS  
20 mins.*

## APPENDIX E

### TD-30 Inspection Form

*Note: The work order for a 30 day inspection is generated by the computer system. Following is a representation of the items contained on the technician's copy of the work order.*

#### 30 DAY SCHOOL BUS INSPECTION WORK SHEET

ORDER # \_\_\_\_\_

MILEAGE \_\_\_\_\_

BUS NO. \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

OK	Items Inspected	Needs Repairs	OK	Items Inspected	Needs Repairs
(1) _____	Steering: Fluid Added _____	_____	(24) _____	Seats: All covers, foam pads, frames (seat cushions secure)	_____
(2) _____	Brake, Foot (Check & Adjust)	_____	(25) _____	Seat Belts (All)	_____
(3) _____	Clean Slacks w/wire brush	_____	(26) _____	Exhaust System	_____
(4) _____	Drain Air Tanks Completely	_____	(27) _____	Cooling System: Added _____	_____
(5) _____	Brake: Fluid Added _____	_____	(28) _____	A. Freeze Protection _____ <sup>o</sup>	_____
(6) _____	Brake, Park (Check & Adjust)	_____	(29) _____	Engine: Oil Added _____	_____
(7) _____	Stop Sign & Walking Arm	_____	(30) _____	Drain Fuel Water Separator	_____
(8) _____	Batteries & Cables	_____	(31) _____	Engine Belts (Adjust All)	_____
(9) _____	Tires: LF _____ RF _____ LRO _____ LRI _____ (Record Air Pressure) RRO _____ RRI _____	_____	(32) _____	Transmission: Fluid Added _____	_____
(10) _____	Tires: LF _____ RF _____ LRO _____ LRI _____ (Record Tread Depth) RRO _____ RRI _____	_____	(33) _____	Drive Shaft	_____
(11) _____	Entrance Steps & Handrails	_____	(34) _____	Differential: Lube Added _____	_____
(12) _____	Door Controls (All)	_____	(35) _____	Springs and Hangers	_____
(13) _____	Warning Buzzers (All)	_____	(36) _____	Lettering & Paint	_____
(14) _____	Bus Body Glass (All)	_____	(37) _____	Body & Sheet Metal Damage	_____
(15) _____	Windshield Wipers (Arm Travel) Washer Fluid Added _____	_____	(38) _____	Wheel Chair Mounts (If equipped)	_____
(16) _____	Sun Visor	_____	(39) _____	Wheel Chair Lift (If equipped)	_____
(17) _____	Horn	_____	(40) _____	Governor _____ MPH (maximum)	_____
(18) _____	Lights (All)	_____	(41) _____	Check Travel Angle	_____
(19) _____	Turn Signals & Cancellation	_____	(42) _____	Brake, Stroke Measurement LF _____ RF _____ LR _____ RR _____	_____
(20) _____	Mirrors (All)	_____	(43) _____	<b>ROAD TEST COMPLETED</b>	_____
(21) _____	Dash Instruments (All)	_____	(44) _____	Brake meter test reading _____% (Optional)	_____
(22) _____	Clean: Int. _____ Ext. _____	_____			
(23) _____	Fire Ext. _____ First Aid Kit _____  Body Fluid Kit _____	_____			

Remarks: \_\_\_\_\_

Record labor to nearest tenth hour Labor Hours \_\_\_\_\_ Mech. # \_\_\_\_\_ Labor Hours \_\_\_\_\_ Mech. # \_\_\_\_\_

*Brake Adjustment: Labor Hours \_\_\_\_\_ Mech# \_\_\_\_\_ VMRS 013-001*

Mechanic's Signature \_\_\_\_\_



# *NOTES*