

Pre-Trip

Most of the pre-trip will be one of the following, which shows what you will be looking for:

Metal: You want to check that there are no cracks or damage in the metal and have no illegal welds. Not **BCD**: **Bent, Cracked or Damaged**

Hoses: You want to make sure that they aren't leaking or rubbing anywhere and that they have no cracks or damage. No **ABC**: **Abrasion, Bulges or Cuts**.

Fluids: Fluids need to have their levels checked. Mention that you are making sure it is FULL. Also mention where you would check the level and where you would fill it. You also want to make sure they aren't leaking or the containers and hoses don't have any damage. Not **CDL**: **Cracked, Damaged or Leaking**.

Lights: Proper color, amber in front, red in rear. Clean and working, not cracked or damaged. Headlights (High and Low Beams), Left and Right Turn Signals, 4-Way Flashers, Clearance Lights, Brakes Lights and Tail Lights.

Electric: No **ACE**: **Abrasions, Cuts or Exposed wiring**.

Tires: **ICD**: Inflation Condition and Depth.

Lights Operations Check

Inspect all lights on the front, sides and rear of the vehicle operates and illuminate when corresponding lights are turned on, including: left, right, 4-Way flashers, low beam, high beam, clearance or marker lights, taillights and brake lights.

Engine Compartment

Lenses – Inspects that light lenses or covers are the proper color, clean and not broken or missing.

Fluid Levels – With the engine off, indicate that fluids would be inspected for proper levels including the: Engine Oil, Cooling System/Coolant Power Steering Fluid, Brake Fluid, if equipped

Fluid & Air Leaks

Looks for puddles on the ground, dripping fluids around and on underside of engine and transmission.

Inspects hoses and air lines for condition and leaks, ABC.

Steering System

Power steering box is securely mounted and not leaking. All steering hoses and connections are not cracked, worn or leaking. Steering linkage has no missing nuts, bolts or cotter keys. Visible connecting links, arms, and rods from the steering box to the wheel are not worn, or cracked and that joints and sockets are not worn or loose.

Axle

Inflation: Check for proper inflation using a tire gauge Make sure all valve stems are accessible, not broken or damaged, and valve caps are not missing.

Condition: Check for cuts and damage. Looks for bumps and bulges in the sidewall.

Depth – Check for minimum depth with a tread depth gauge on all major tread groves. Minimum of 4/32 on steering tires and 2/32 on all others.

Rims

Not damaged, cracked or bent. No welding repairs. Look for rust trails that may indicate rim is loose on a wedge wheel if applicable. Bolt holes are not elongated

Lug Nuts

All present and tight, no signs of rust trails or shiny threads which indicate looseness. No broken studs

Suspension

Springs – Not cracked, bent or scissoring. No broken or distorted coil springs.

Spring/Air Mounts – Not cracked, broken or missing any parts.

Air Bags – Secure, not damaged or leaking, if equipped

Shock Absorbers – Are secure, not damaged or leaking Vehicle is sitting level, front to rear and side to side.

Brake Lines or hoses

Break Lines are not leaking, hoses or lines are not cracked, worn or frayed. All hoses or lines, couplings and fittings are secure. No grease, oil, etc. on the brake lining or pads and the brake drum or disc that can affect braking.

Side of Vehicle

Lenses & Reflectors – Lenses are not cracked or broken and amber in color and clean.

Traffic Monitoring Device

Mirrors are clean and not crack.

Brackets are not bent and are mounted securely with no missing parts. Cameras are clean

Battery

Secure, connections are tight, no excessive corrosion Cable and lines are secure and not cracked or worn Battery box, cover or door is secure.

Fuel & DEF Tank

Cap – Tight

Tanks – No leaks and straps have no metal-to-metal surfaces touching, no fresh metal showing, or damage.

Frame

No Cracks, broken welds, holes or other damage to the frame members, including the trailer, if applicable. Inspect for cracks, breaks, or holes in the cargo area or floor,

Rear of Vehicle

Lights – Clearance lights, lift signal, right signal, 4-way flashers, tail lights, brake lights and reflectors have no cracks or damage and lenses are the proper color (red). All lights are clean.

In-Cab

Fire Extinguisher – Present, not damaged, properly rated, filled and mounted.

3 Reflective Triangles – Present.

Spare Fuses and Circuit Breakers – Present and one for each type.

Both Horns – Pull highway horn and push city horn and mention that both are working.

Wipers and Washers – *Must turn on* wipers and *spray out* the windshield wiper fluid to clean the glass, mention that they are working and fluid comes out.

Windshield, Mirrors and other Monitoring Devices

There are no illegal stickers, they are not broken or cracked, they are clean and adjusted for the me. Inspect cameras are clean and in working condition. Devices should be viewable from the inside and the video display must be operable and adjusted for viewing.

Heater and Defroster – *Must turn* heater on, warm air blows in cab and onto windshield. Put hand on both to feel the **Heater and Defroster**

Inside Lights – Turn on the Left and Right turn signals, 4-ways, and High and Low Beams and say they are working. Check DEF indicator. You turned them all on for the light operations check, but you must still do it again to check the indicators on the inside.

Brake Test

Parking Brakes – Put truck in low gear. **Do not touch the stick again!** Pull out Parking Brake knob (yellow one), make sure the red knob is in. Let the clutch out slowly to tug very lightly forward. Truck should not move. Tell the tester if it works. Then push yellow knob in and pull out the red one and do it again.

Service Brakes – Push both knobs in. **Do not touch anything in the truck with your right hand again!** Let the clutch out slowly to roll forward at **5 mph** and push service/foot brake while covering the steering wheel with hands, then you stop and say, *“Brakes are working and the steering wheel did not turn indicating front brakes are adjusted properly and the front tires are in alignment.”* This now has you with both brakes pushed in so that both brakes are off. This is important.

Applied Pressure Test (must pass, the point that counts)

Air up the *governor cut out* which is about 120 – 140 psi. You will hear a release of air when the governor cuts out. This means the air tanks are full. *Turn engine off*, then **turn the key back to the on position**. Look for *ABS light* and say ABS light comes on and goes off. Don't have to get the ABS light to pass, but checking the This is important because if the truck isn't on for the next steps; you can't detect a leak because the air compressor is on, filling up air, going against what you are checking. Also, if the key is not in the on position, the alarms will never come on. *Push and hold service brake for one minute*. You must wait a full minute (use phone or watch to time it). Then say it did not

lose more than *4 pounds of pressure* during that minute (3 for straight trucks). Truck must be off and key must be in the on position. Start fanning the brakes, tell the tester that the *alarms will sound* and the warning light should turn on at approximately 60 psi. When they come on tell tester they are working. Again, truck must be off and key in the on position. Ask to restart if key is off. Continue fanning the brakes, then tell tester that both air valves should pop out between 40 to 20 psi. When *both valves pop* out tell tester they are working correctly. Again, truck must be off and key in the on position.

Passenger and School Bus Only

Passenger Entry – Check that entry door is not damaged, operate smoothly and close securely. Handrails are secure and step lights are working if equipped. Steps are clear and tread is not loose or worn.

Lift – Check for leaks, damaged or missing parts and explain how the lift is operated. Lift must be fully retracted and latched securely.

Emergency Exits – They are labeled, not damaged, cooperate smoothly and close securely from the inside. Demonstrate one, point and describe how the others operate. Inspect that release handles can be operated from inside and outside. Check that emergency exit warning devices are working.

Passenger Seating – No broken seat frame and check that all frames are firmly attached to the floor. Seat cushions are attached securely to the seat frames.

Passenger Monitoring Devices – Check that all internal and external passenger mirrors and brackets are not bent and are mounted securely with no missing parts. All mirrors are properly adjusted and are clean. Cameras are clean and viewable from the inside and the video display is operable and adjusted for viewing, if equipped. Inspect the cross over mirror on a school bus.

School Bus Only

Student Lights (Front and Back) – Inspect strobe light, if equipped is operation and is not broken and indicator on dash is operational. Inspect the alternating flashing amber and red lights on both front and rear of vehicle are operational and not broke. Check the indicator on the dash is operational.

Stop Arm and Safety Arm – Make sure stop arm is securely mounted to the vehicle frame, no loose, broken or damaged parts. The stop arm extends when operated and lights are working. Check that indicator on the dash is working. Check the safety arm, if equipped is secure to the vehicle frame and no loose, broken or damage parts. Check that the safety arm functions properly in conjunction with the stop arm, it extends fully.

First Aid Emergency and Body Fluid Kits – First aid kit is present and seal has not been broken which may indicate missing items. Body fluid cleanup kit is present and seal has not been broken which may indicate missing items.