



European School LLC

შპს ევროპული სკოლა

# School Bus Inspection Procedure



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# School Bus Inspection Procedure

## Purpose:

A school bus safety inspection procedure is an essential process to ensure the safety of passengers, especially students. Bus inspection includes both mechanical and visual inspection. The procedure can be divided into several main stages:

## 1. Inspection planning and preparation

- Timely inspection: it is necessary to regularly inspect the bus at a predetermined time (daily), before the bus starts.
- Proper documentation: The inspection card, including previous inspection records, should be available to the inspector.

## 2. External inspection

- Tires: check the condition of the tires - air pressure and presence of deep relief (tread).
- Steps and doors: Make sure the bus doors close properly and there is no mechanical damage.
- Lights and signals: Check the lights, especially the interior and traffic signals, turn signals, tail and front lights.
- Bottom: check that there are no leaks (oil, fuel) or mechanical damage.

## 3. Cabin inspection

- Seats and seat belts: Check that all seats are securely fastened and that the seat belts are functioning properly.
- Fuel rates: Check the fuel tank level.
- Fire fighting devices: Make sure that the fire fighting devices (fire extinguishers) are firmly attached and the pressure reading is normal.
- Emergency exits: Make a visual check that all emergency exits are working properly.

## 4. Mechanical inspection

- Engine and transmission: Check that the engine is working properly, and there are no malfunctions or noises.
- Braking system: Check that the braking system is working properly.
- Radiator and cooling system: Check the condition of the cooling system and check that there are no leaks.

## 5. Test drive

- Steering and braking system: Check the response of the steering and braking system by testing.
- Undercarriage condition: Check that the bus is not making erratic maneuvers or experiencing unpleasant vibrations.
- Signals: Make sure all signals are working properly.

## 6. Documentation

After each inspection, an inspection form (checklist) must be filled in, where the driver / operator must indicate the following information:

- Name and surname of the driver / operator
- Bus number
- Date of inspection / inspection
- Signature of the driver / operator
- Inspection results
- Necessary recommendations

**The bus should be started only if all indicators are in order and comply with the norm!**

The completed form must be kept and handed over to the head of the transport service after the end of the working week.

The mentioned procedure ensures the presence of the school bus and the safe travel of the students.