

Pre-Trip Inspection Checklist – Page 1

Method Legend: Visual = V Manual = M Audible = A Not Applicable = N/A



Outside Checks

Item	Method	Proper Condition	Acceptable Condition	Out Of Service Condition
Manitoba Safety Inspection Decal	V	N/A	N/A	Missing; unreadable; expired
Windshields	V	No damage; clear vision	Star or chip less than 12.7 mm (1/2")	Two stars and/or chips greater than 12.7 mm (1/2") or any intersecting cracks in driver's vision or wiper swept area
Mirrors	V	No damage; secure	Insecure	Obstructed; fails to provide a clear view
Side Windows	V	No damage; clear vision	Leaking; cracked	Obstructing vision; shattered
Headlights	V	No damage	Cracked lens; fogged; no high beams	Low beams not functioning
Bumpers – Front & Rear	V; M	No damage; secure	Insecure; bolt missing	Missing; damaged; outside of body lines
Rear Emergency Door	M	Opens/closes	Buzzer not functioning; door hinges stiff to open	Door does not open/close securely
Tires	V; M	Appear proper	Damaged tread or sidewall; tire leaking	Flat tire; tire tread depth less than wear limit; tire in contact with another tire or any vehicle component other than mud flap; tire marked "not for highway"; tire has exposed cords in the tread/outer sidewall area
Wheel Hub & Fasteners	V; M	Appear proper	Hub oil below minimum level (with sight glass); wheel seal seepage	Wheel has loose/missing/ineffective fastener; damaged/cracked/broken wheel/rim or attaching part; evidence of imminent wheel/hub or bearing failure
Suspension	V	No noticeable sag/lean	Seepage of shock absorber; air leak in air suspension system; suspension fastener loose/ missing/broken	Shock absorber missing/damaged; deflated air bag; cracked/broken main spring leaf or more than one broken spring leaf; part of spring leaf/suspension missing/shifted out of place or in contact with another vehicle component; loose U-bolt
Air System	V; A	No damage; secure	Air seepage in air system	Audible warning operating; damaged part(s) of air system causing problems with air build up
Bus Body & Frame	V; M	No damage; secure	Insecure/missing body parts; insecure/missing compartment doors; damaged frame/body	Visibly shifted/cracked/collapsing/sagging frame member(s); any exterior body panel damaged/deteriorated so that it causes a hazard to others
Windshield Washer Level	V	Adequate level	N/A	Fails to adequately provide enough fluid to clear driver's field of vision in area swept by driver's side wiper
Coolant Level & Radiator/Belts	V; M	Adequate level; drive belt(s) in place	Coolant level below add mark; coolant visible in reservoir; drive belt(s) in place	Leaks; no coolant visible in reservoir; drive belt(s) missing
Engine Oil Level	V; M	Operating level	Oil level at "add" mark on dipstick	Oil level below "add" mark on dipstick
Fuel System	V	No damage/leaks	N/A	Missing fuel tank cap; insecure fuel tank; dripping fuel leak
Licence Plate	V; M	Valid; secure	Loose	Invalid; missing

Hydraulic Brake System (in driver's seat with ignition off, depress brake pedal)

Item	Method	Proper Condition	Acceptable Condition	Out Of Service Condition
Hydraulic Brake System	V; M; A	Functioning	Brake fluid level below indicated minimum level	Brake boost/power assist inoperative; brake fluid leak; brake pedal fade/insufficient brake pedal reserve; brake fluid reservoir less than one-quarter full

Starting the Engine

Item	Method	Proper Condition	Acceptable Condition	Out Of Service Condition
ABS Warning Light	V	No warning light	Warning light on (no ABS brakes)	N/A
Brake Warning	V; A	No warning light or buzzer	N/A	Activated warning device
Driver's Compartment	V; M; A	Pedals/gauges functioning properly	Instruments inaccurate/no free-play in clutch (if applicable)	Accelerator sticking and engine fails to return to idle; activated bus chassis warning device; clutch fails to release
Neutral Safety Switch (if applicable)	V; M	Engine starts	Engine starts in gear	N/A

With Engine Running, Check From Driver's Seat (continued on Page 2)

Item	Method	Proper Condition	Acceptable Condition	Out Of Service Condition
Mirrors	V; M	Properly adjusted	Fail to provide required view to driver due to cracking/maladjustment	Mirror missing/broken and unable to provide view to the rear
Steering	V; M	Functioning	Steering wheel lash (free-play) greater than normal	Steering wheel insecure/does not respond normally; steering wheel lash (free-play) exceeds prescribed limit
Horn	M; A	Functioning	No operative horn	N/A
Defroster/ Heater Operation	M; A	Functioning	Control/system failure	Defroster motor fails to operate in all selected positions; airflow over intended area not present
Windshield Wiper/ Washer	M; A	Functioning	Control/system malfunction; wiper blade damaged/missing or fails to adequately clear driver's field of vision	When necessary for prevailing weather conditions, wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper

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With Engine Running, Check From Driver's Seat (continued from Page 1)

Item	Method	Proper Condition	Acceptable Condition	Out Of Service Condition
Park Brake	V; M	Functioning	Releases, but light stays on	Park brake won't release
Service Door Control	V; M	Operates properly	Operates unevenly	Door fails to open or close securely
Interior & Stepwell Lights	V; M	Operate properly	No more than one lamp not functioning	N/A

Look Inside the Bus

Item	Method	Proper Condition	Acceptable Condition	Out Of Service Condition
Driver's Seat & Seat Belt	M	Operate properly	Seat damaged/ripped	Seatbelt/tether belt insecure/missing or malfunctions; fails to maintain selected adjustment
Passenger Seats	V; M	No damage; secure	Seat(s) damaged/ripped (move passengers if necessary)	Any seat or attaching fixture with a defect that may constitute a hazard to any person
Passenger Compartment	V; M	No damage	Stanchion padding damaged; damaged steps/slipping hazard; insecure/damaged overhead compartment	Interior body panels damaged/present a hazard to any person; passenger seat insecure
Emergency Exits (i.e. rear door; side windows; roof top)	V; M; A	Function properly	Buzzer inoperative	Emergency exits fail to function as intended
Fire Extinguisher	V; M	Secure; charged	Insecure	Missing/discharged (reading in gauge)
First Aid Kit	V; M	Secure; sealed	Insecure; seal broken	Missing
Fire Axe or Crow Bar	V; M	Secure	Insecure	Missing
Triangle Reflectors	V; M	Secure	Insecure	Missing/broken
Wheelchair Door & Latches	V; M; A	Opens/closes	Buzzer not functioning; door hinges stiff to open	Door fails to open/close securely
Wheelchair Lift	V; M	Functions properly	Wheelchair lift has uneven movement; lift operates slowly	Lift safety devices fail to function as intended; lift does not complete cycle; interlock system fails to activate/release as intended
Wheelchair Restraints	V; M	Function properly	N/A	Malfunction; absence of required passenger or mobility device restraints
Cargo Securement	V; M	Secure	Insecure	Failure/malfunction/deterioration of required items to be secured

Outside Checks Required Before Driving Away

Item	Method	Proper Condition	Acceptable Condition	Out Of Service Condition
Crossing Arm	V	Functioning	Fails to extend	Broken; sharp edges
Stop Arm	V	Functioning	One lamp flashing	Lamps do not alternate; lamps inoperative; stop arm missing/damaged; stop arm will not extend fully or stay fully extended
Loading Lights	V	Functioning	One of eight lamps inoperative; cracked/fogged lens	Two or more lamps inoperative; lamps do not alternate
Turn Signals	V	Functioning	Front exterior lamps inoperative; cracked/fogged lens	Does not have at least one left and one right rear turn signal lamp
Daytime Running Lights	V	Functioning	Not functioning as intended	Low beam headlights not functioning
Headlights	V	Functioning	At least one low beam headlight; cracked/fogged lens	Failure of both low beam headlights
Stop Lights	V	Functioning	One of four lamps inoperative; cracked/fogged lens	Two or more lamps inoperative
Tail Lights	V	Functioning	One of four lamps inoperative; cracked/fogged lens	Two or more lamps inoperative
Marker/Clearance Lights	V	Functioning	Up to three lamps inoperative; cracked/fogged lens	More than three lamps inoperative
Back-Up Lights	V	Functioning	At least one lamp inoperative; cracked/fogged lens	More than one lamp inoperative
Hazard Warning Lamps	V	Functioning	Both front hazard lights inoperative; cracked/fogged lens	Both rear hazard lamps inoperative
Exhaust System	V with engine running	Functioning	Exhaust leak except as described in <i>Out of Service Condition</i> column; loose components	Exhaust leak that causes exhaust gas to enter the occupant compartment
Strobe Light	V	Functioning	Strobe light permit missing/illegible; strobe light inoperative	N/A