

Location: \_\_\_\_\_  
 Date/Time: \_\_\_\_\_

## School Bus Service & Inspection Form

Unit Number: \_\_\_\_\_  
 Mileage: \_\_\_\_\_  
 Repair Order #: \_\_\_\_\_

✓ = Okay      X = Attention Required      R = Repaired      N/A = Not Applicable

|   | OK | Repaired | N/A |
|---|----|----------|-----|
| 1. Start engine. Check operation of the following:  |    |          |     |
| a. Clutch pedal free play, if applicable. Should be 1" to 2"  |    |          |     |
| b. Check hydraulic fluid level.   |    |          |     |
| 2. Inspect condition of windshield____ Side glasses____ Mirror____  |    |          |     |
| 3. Inspect condition of wiper blades____ Fill washer container____  |    |          |     |
| 4. Check condition on all Belts____ Fan Drive____ Alternator____  |    |          |     |
| 5. Inspect engine mounts – condition and security.  |    |          |     |
| 6. Check air cleaner restriction indicator. Service filter if necessary.  |    |          |     |
| 7. Inspect cooling system for leaks – Radiator____ Hoses____  |    |          |     |
| 8. Check coolant level test PH and <b>document readings.</b>  |    |          |     |
| 9. Replace coolant filter if equipped ( <b>at 30,000 miles</b> ).   |    |          |     |
| 10. Check Hydraulic fluid level (power steering, brake & wheelchair lift)   |    |          |     |
| 11. Grease rear suspension____ Drive shaft____ Brake mechanism____  |    |          |     |
| 12. Check lube level – Rear End____ Trans. (std.)____   |    |          |     |
| 13. Inspect brake lining wear____: Rear replace is less than 1/4" thick.<br>Front replace if within 1/8" of rivet head.   |    |          |     |
| 14. Clean rear axle vent.   |    |          |     |
| 15. Inspect rear springs, broken leaves____ Loose U-bolts____   |    |          |     |
| 16. Inspect battery installation, hold-down clamps security.  |    |          |     |
| 17. Inspect battery cables for corrosion, chafing. Fill, if applicable.   |    |          |     |
| 18. Inspect fuel tank mounting brackets for cracks, security.   |    |          |     |
| 19. Grease suspension, kingpin & steering linkage fitting using grease gun.   |    |          |     |
| 20. Check lube-level of front wheels.   |    |          |     |
| 21. Inspect front springs for broken leaves____ Loose U-bolts____ Shackles____  |    |          |     |
| 22. Grease brake mechanism____ Check brake lining wear____  |    |          |     |
| 23. Inspect steering gear box mounting for security.  |    |          |     |
| 24. Inspect wheel/rim lug nuts for security.  |    |          |     |
| 25. Inspect wheels/rims for cracks, slipping.   |    |          |     |
| 26. Inspect tires for cuts, tread depth, wear.  |    |          |     |
| 27. Inflate tires to recommended pressure.  |    |          |     |
| 28. Change engine oil____ Replace oil filters____   |    |          |     |
| 29. Replace fuel filters____  |    |          |     |
| 30. Start engine. Check filters for leaks. Recheck engine oil level.  |    |          |     |
| 31. Check automatic transmission fluid level.   |    |          |     |
| 32. Wipe grease off steering wheel and driver's seat.   |    |          |     |
| 33. Check tie rods and drag links.  |    |          |     |
| 34. Raise bus; check kingpins according to the manufacturer's instructions.   |    |          |     |
| 35. Inspect exhaust system, air leaks, grease seals, etc.   |    |          |     |
| 36. Change transmission filters and fluid ( <b>at 30,000 mile interval</b> ).<br><b>Service only units that have previously been serviced with non-synthetic fluid!</b> |    |          |     |
| 37. Replace external transmission filter if equipped at <b>30,000 miles</b>   |    |          |     |
| 38. Service transmissions equipped <b>with synthetic fluid at 100,000 mile interval.</b>  |    |          |     |
| 39. Replace air filter ( <b>at 30,000 mile interval</b> ).  |    |          |     |
| 40. Replace internal crankcase breather element at <b>60,000 miles</b> .  |    |          |     |
| 41. Fill out all required work orders, forms, etc.  |    |          |     |

Comments:

Service Technician Signature: \_\_\_\_\_

Mechanic/Designee Signature: \_\_\_\_\_