

# CDL and ODE VEHICLE INSPECTION SCORING STANDARDS

## FRONT LIGHTS & REFLECTORS CONDITION

- \* Check that all lights (headlights, turn signals/4-ways, clearance, and red and amber warning lights) are clean, not missing or broken and are proper color.
- \* Check that reflectors or reflective tape are clean, none missing or broken and are of proper color.

## PASSENGER ENTRY

- \* Check that the entry door operates smoothly and closes securely.
- \* Check that the door is not damaged.
- \* Hinges should be secure with seals intact.
- \* Check door window for damage and excessive dirt.
- \* Check that the hand rails are secure. (Grab them.)
- \* Check that entry steps are clear with the treads not loose or worn excessively, no tripping hazard.

## EMERGENCY EQUIPMENT

- \* Check for three red reflective triangles and 6 Fuses
- \* Check for a properly charged and properly secured 5 pound fire extinguisher
- \* Check for spare electrical fuses or identify circuit breakers
- \* Check for properly secured emergency first aid kit & body fluid clean-up kit, both fully stocked, proper size.

## SAFETY BELT

- \* Properly secured, mounted and adjusted for driver. Belt should not be ripped or frayed. Belt latches securely.

## SAFE START

- \* Make sure Parking Brake is pulled out
- \* On automatic transmission, place gear selector in the "park" or "neutral" position.
- \* On a standard transmission, place gearshift in "neutral" and depress clutch.

## ABS

- \* When starting the engine, check the dashboard to ensure the ABS lighting indicator illuminates and then promptly turns off. If the ABS light remains illuminated the ABS is NOT functioning properly

**TEMPERATURE  
GAUGE**

\* With key on and engine running make sure the temperature gauge should begin to climb to “normal” operating range of 180 to 220 and temperature light should be off.

**OIL PRESSURE  
GAUGE**

\* With key on and engine running make sure the oil pressure is building to “normal” and oil pressure warning light is off.

**AMMETER/  
VOLTMETER**

\* With key on and engine running, check that the gauge shows alternator is charging. Ammeter will show a positive reading. Voltmeter is between 12 and 14 volts.

**AIR GAUGE**

\* Check that the air gauge is working properly and that the air compressor builds the air pressure to governor cut-out at 120-140 psi.

**LIGHTING  
INDICATORS**

\* Check that dash indicators for right and left turn signals, 4-way hazards and headlight high beams illuminate when corresponding lights are turned on.

**HORNS**

\* Check that air horn and electric (city) horn(s) work.

**HEATER &  
DEFROSTER**

\* Demonstrate and describe how the heater(s) and defroster(s) work.

**WINDSHIELD &  
MIRRORS &**

\* Check windshield to make sure it is clean, clear and has no obstructions or damage to the glass.

\* Check all mirrors to make sure they are clean not cracked or broken and properly adjusted for driver.

**STUDENT MIRROR**

\* Check that student mirror bracket is securely mounted.

\* Check mirror to make sure it is clean not cracked or broken and properly adjusted for driver.

**WIPERS/WASHERS**

\* Check that wiper arms and blades are secure, not brittle or damaged and operate smoothly.

\* If equipped, check for windshield washer fluid and that windshield washers operate correctly.

## PARKING BRAKE

\* With air pressure built to governor cutout and parking brake engaged, put bus in forward gear and check that parking brake will hold vehicle by gently trying to pull forward.

## SERVICE BRAKE

\* Put bus in forward gear, pull forward at 5 mph and apply service brake to check that the brakes are working properly and to see that the vehicle stops or pulls to one side or the other.

## AIR BRAKE CHECK

The driver **must** demonstrate and verbalize **all four** air brake checks **correctly** to receive credit in the scoring box. If the driver fails to **do all four parts** correctly, it is scored as an automatic failure for the Vehicle inspection test.

1. With the air pressure built up to governor cutoff of 120 to 125 psi, shut off the engine, turn key to the “on” or “battery charge” position and release the parking brake. Fully apply the foot (service) brake. Hold the foot brake for one minute after stabilization of the air gauge. Check the air gauge to see that the air pressure drops no more than 3 psi in one minute.
2. Begin fanning off the air pressure by rapidly applying and releasing the foot brake. Low-air warning buzzer/light should activate before air pressure drops below 60 psi.
3. Continue to fan off the air pressure. At approximately 40 psi (or 20 to 40 psi) the parking brake valve should pop out.
4. \*Storage Tank—After building air to governed cut-out pressure, shut off engine, release parking brake. Do not put foot on brake pedal. Time the air pressure drop. The loss rate should be less than two (2) psi in one minute. Then continue brake check as outlined in CDL Manual.

## EMERGENCY EXITS

- \* Demonstrate that at least one emergency exit operates smoothly, closes securely, and is not damaged. Must confirm that the exit works properly.
- \* Release handle can be operated properly both from inside and outside the vehicle.
- \* Point out and describes how all other emergency exits operate.
- \* Check any one emergency exit warning device.

**SEATING**

- \* Check that there are no broken seat frames and that the seats are firmly attached to floor.
- \* Confirm that the cushions are securely attached to the seat frames.

**FRONT LIGHTS  
OPERATION**

NOTE: EXAMINER MUST SEE THE OPERATION OF **ALL** LIGHTS BEFORE CREDIT IS GIVEN FOR A CORRECT SCORE. IF ASKED, THE EXAMINER MAY ASSIST THE DRIVER IN CHECKING THE EXTERNAL OPERATION OF THE LIGHTS. THE DRIVER IS RESPONSIBLE FOR TELLING THE EXAMINER EXACTLY WHICH LIGHTS THEY WOULD LIKE THE EXAMINER TO INSPECT.

- \* Check that all lights (headlights {high and low beam} right and left turn signal, 4-way hazards, clearance) illuminate when corresponding lights are turned on.

**FRONT SCHOOL  
BUS LIGHTS**

- \* Check that alternately flashing amber lights are operational.
- \* Check that alternately flashing red lights are operational.

**STOP ARM/  
SAFETY ARM**

- \* Check that stop arm extends fully when operated.
- \* If equipped, check that safety arm functions properly in conjunction with stop arm.

**OPERATION  
SIDE LIGHTS**

- \* Check that all lights (right and left turn signal, 4-way hazards, clearance) illuminate when corresponding lights are turned on.

**OPERATION  
REAR LIGHTS**

- \* Check that all lights (right and left turn signal, 4-way hazards, clearance, brake lights, tail lights) illuminate when corresponding lights are turned on. (Note: Rear tail lights must be checked separately from brake lights.)

**REAR SCHOOL  
BUS LIGHTS**

- \* Check that alternately flashing amber lights are operational.
- \* Check that alternately flashing red lights are operational.

**OUTSIDE  
SAFETY ARM**

- \* Check the Safety Arm to see that it is mounted securely to the vehicle bumper.
- \* Check for loose fittings and damage.

**OIL LEVEL**

- \* Checked with engine off. Indicate where dipstick is located.
- \* Check that oil level is above the refill mark, in a safe operating range. (Not necessary to show where oil is added.)

**COOLANT  
LEVEL**

- \* Look at sight glass on radiator or coolant reservoir, adequate level will show in sight glass. If no sight glass is available driver should indicate that the cap would be removed to view presence of coolant. (Not necessary to remove cap.)

**POWER STEERING  
PUMP/FLUID  
BELT/GEAR**

- \* Correctly identify Pump. It is operating properly, is not damaged or leaking and mounted securely.
- \* Tell if gear or belt driven. If belt driven, with engine off identify belt and point to, touch or press belt to test that it is snug. Note that the belt is not frayed, no visible cracks, loose fibers or signs of wear. Push belt with hand and check for excessive slippage if it deflects more than  $\frac{1}{2}$  to  $\frac{3}{4}$  of an inch.
- \* Check fluid level on dipstick making sure it is above add
- \* Check that hoses are clamped, not leaking.

**WATER PUMP  
BELT/GEAR**

- \* Correctly identify Water Pump
- \* Check that water pump is mounted properly and not loose or leaking
- \* Tell if gear or belt driven. If belt driven, with engine off identify belt and point to, touch or press belt to test that it is snug. Note that the belt is not frayed, no visible cracks, loose fibers or signs of wear. Push belt with hand and check for excessive slippage if it deflects more than  $\frac{1}{2}$  to  $\frac{3}{4}$  of an inch.

**ALTERNATOR  
BELT/GEAR**

- \* With engine off, correctly point to or touch Alternator. Mention that it is securely mounted, no cracks or breaks and that all wires are secured and not frayed or loose.
- \* Tell if gear or belt driven. If belt driven, with engine off identify belt and point to, touch or press belt to test that it is snug. Note that the belt is not frayed, no visible cracks, loose fibers or signs of wear. Push belt with hand and check for excessive slippage if it deflects more than  $\frac{1}{2}$  to  $\frac{3}{4}$  of an inch.

**AIR COMPRESSOR  
BELT/GEAR**

- \*With engine off, correctly point to or touch Compressor. Mention that it is securely mounted, not damaged or leaking. Air lines are clamped and not leaking.
- \* Tell if gear or belt driven. If belt driven, with engine off identify belt and point to, touch or press belt to test that it is snug. Note that the belt is not frayed, no visible cracks, loose fibers or signs of wear. Push belt with hand and check for excessive slippage if it deflects more than  $\frac{1}{2}$  to  $\frac{3}{4}$  of an inch.

**LEAKS & HOSES**

- \*On the approach, look for puddles or dripping fluids on the ground under the engine i.e., oil, coolant transmission fluid or fuel .
- \* Check engine hoses for condition (properly clamped, no bulges or kinks) and leaks.

**STEERING  
BOX/HOSES**

- \* Check that steering box is securely mounted with no missing nuts and bolts. Check for cracks and leaks.
- \* Check for power steering fluid leaks or damage, i.e. bulges or kinks, to power steering hoses.

**STEERING  
LINKAGE**

- \* Check that connecting links (steering shaft, pitman arm, drag link, steering arms and tie rods) are not twisted, bent, worn or cracked.
- \* Check that joints and sockets are not worn or loose.
- \* Check for loose or missing nuts, bolts, cotter pins or castle nuts.

## TIRES

### I-C-D

- \* Tread Depth: Check for minimum tread depth. (4/32 on the steering axle tires, 2/32 on all other tires).
- \*Tire condition: Check that tread is evenly worn and looks for abrasion, bulges and cuts or other damage to tread or sidewalls. Also, make sure that valve stem and caps are straight, not missing broken or damaged.
- \* Tire inflation: Check for proper inflation by using a tire gauge

## SPACERS OR BUDD SPACING (REAR)

- \* If equipped, check that spacers are not bent, damaged, or rusted through.
- \* Check Budd wheels for even spacing, damage and foreign objects.

## RIMS

- \*Check that rims are not damaged or bent, no welded repairs and no rust trails that may indicate rim is loose on wheel.

## LUG NUTS

- \*Check that all lug nuts are present, not loose, no rust trails around nuts.
- \* Check that there are no cracks radiating from lug bolt holes or distortion of the bolt holes.

## HUB OIL SEAL/ AXLE SEAL (ON REAR)

- \* Check that hub seals /axle seals (rear) are not leaking.
- \* If equipped, oil level is adequate in front sight glass.

## SPLASH GUARDS

- \* Check that splash guards or mud flaps are not damaged (ripped or torn) and are mounted securely.

## SPRINGS

- \* No missing, shifted, cracked or broken leaf springs.
- \* No broken or distorted coil springs.

## SHOCKS

- \* Properly mounted and secure, not leaking

## SPRING MOUNTS

- \* Check that spring attachments (brackets, bolts or bushings) are in place.
- \* Check for cracked or broken spring hangers.

## U-BOLTS

- \* Check for broken, missing, twisted or loose bolts (including the u-bolts themselves).

### **TORQUE ARM**

(Also called Torsion Spring, Torque Spring, Torsion Leaf or Torque Leaf)

- \* Check that they are mounted securely and not twisted, bent, damaged or broken.
- \* Check for any missing or damaged bushings.

### **AIR BAGS**

- \* Check air bags for weather cracking or leaks.

### **AIR BAG MOUNTS**

- \* Check that bolts are in place and mount is not damaged, cracked or broken.

### **BRAKE HOSES/ LINES**

- \* Check that hoses or lines can supply air or hydraulic fluid to brakes.
- \* Check that all couplings and fittings are secure, not leaking.
- \* Check that hoses are not cracked, worn, frayed or have any leaks, bulges or kinks.

### **BRAKE CHAMBER**

- \* Make sure there are no loose or missing clamps.
- \* Check that brake chambers are not leaking, cracked or dented and mounted securely.

### **SLACK ADJUSTER/ PUSH ROD**

- \* Check that slack adjuster is securely mounted with no missing nuts, bolts or cotter pins.
- \* Check slack adjuster and push rod for bent, broken, loose, or missing parts.
- \* If brakes were released and when pulled by hand, push rod should not move slack adjuster more than approximately one inch.

### **BRAKE DRUM/ LININGS**

- \* Check brake drums for dents, cracks or holes. Also check for loose or missing bolts.
- \* Check that brake linings are not worn dangerously thin. (No less than ¼ inch.)
- \* Check brake drums and linings for contaminants such as grease or oil, which could come from a leaking Hub Oil Seal.

### **ROTOR & DISC**

- \* Check rotors for cracks, dents, or holes. Also check for loose or missing bolts.
- \* Check that disk pads are not worn dangerously thin.



## MIRRORS

- \* Check that mirror brackets are securely mounted, not damaged and free of excessive dirt.

## OUTSIDE STOP ARM

- \* Check the stop arm to see that it is mounted securely to the vehicle.
- \* Check for loose fittings and damage.
- \* Check light lenses to make sure they are not cracked or broken.

## CONDITION SIDE LIGHTS/ REFLECTORS

- \* Check that reflectors are clean, none are missing or broken, and they are of proper color (red on rear, amber elsewhere).
- \* Check that reflector tape is present and affixed securely to the vehicle.
- \* Check that clearance lights, right and left signal/4-way hazard lights are clean not broken and of proper color.

## DRIVE SHAFT

- \* See that drive shaft is not bent, twisted, or cracked
- \* Check that u-joints appear to be secure and free of foreign objects.

## EXHAUST SYSTEM

- \* Check that exhaust system is connected tightly, mounted securely, and there are no loose clamps.
- \* Check exhaust system for damage and signs of leaking (rust or carbon soot). Exhaust system should have no cracks, holes, or severe dents.

## FRAME

- \* Check for cracks or bends in longitudinal frame members.
- \* Check for loose, cracked, bent, broken, or missing cross members.
- \* Look for signs of breaks or holes in bus floor.

## CONDITION REAR LIGHTS

- \* Check that reflectors are clean, none are missing or broken and they are of proper color.
- \* Check that reflector tape is present and affixed securely to the vehicle.
- \* Check that clearance lights, right/left turn signal/hazard lights, tail lights/brake lights are clean, not broken and are of proper color

## **REAR DOOR**

- \* Check that door is not damaged and that it opens and closes properly.
- \* Hinges should be secure with seals intact.
- \* Checks door window for damage and excessive dirt.
- \* Release handle can be operated properly from outside the vehicle

## **FUEL TANK & CAP & LEAKS**

- \* Check that fuel tank is secured, straps or cage in place.
- \* Check that fuel cap is tight.
- \* Check for leaks from fuel tank and fuel cap.
- \* Check condition of tank, no dents, breaks or cracks.

## **LEANING**

- \*While approaching bus notice overall general condition.
- \*Be observant for damage or leaning to one side, which could be caused by a broken spring or a flat tire.

## **HAZARDS**

- \*Check the area around the bus for hazards to bus movement (people, other vehicles, objects, low hanging wires, or limbs).

## **HOOD & HINGES**

- \*Hood not broken.
- \*Hinges secure to hood and chassis, no missing bolts or hinge pin.

## **MOISTURE**

- \*Note excessive amounts of oil or coolant on engine, compressor or radiator.

## **WIRING**

- \*No frayed, loose, exposed or dangling wires.

## **HOSES**

- \*Properly clamped with no leaks, bulges or kinks.

## **WASHER FLUID LEVEL**

- \*Adequate level in reservoir to clean windshield.

## **TURBO CHARGER**

- \*Check housing for cracks and oil line for leaks.

## **OSHP STICKER**

- \*Affixed to bus and current.

## **FUSEES**

- \*Six (6) 30 minute Fusees.

## **EMER. ASSISTANCE CARDS**

- \*Three (3) Emergency Assistance Cards to be used to send for help.

## **FLASHLIGHT**

- \*Check for battery strength. Not required by regulation.

**VISOR**

\*Properly secured, clear and no cracks.

**INSTUMENT PANAL**

**LIGHTS**

\*Check to see that all gauges and shift selector are illuminated.

**MASTER OVERRIDE**

\*With door closed, activate master override switch and check red warning light indicator on dash and that stop arm extends.

**MASTER WARNING**

**LIGHTS**

\*With door closed, activate amber warning lights and check indicator, open door, check red warning light indicator.

**STROBE LIGHT &**

**INDICATOR**

\*Activate strobe light switch. Check indicator on panel. Can check operation of strobe light by opening rear roof hatch and visibly seeing bright white flashing light near the rear of the bus on top.

**SERVICE DOOR/**

**STEP LIGHT**

\*Check service door for smooth operation. With door open, check that step light is illuminated.

**DOME LIGHTS**

\*Turn switches on. Look through overhead mirror to see that all lights are working and the lenses not cracked or broken.

**BACK-UP LIGHTS/**

**BEEPER**

\*With brake set, place gear shifter into reverse and listen for audible signal. Use 'Buddy System' to check operation of back-up lights.

**NOISE SUPPRESSION**

**SWITCH**

\*If equipped, check operation by tuning on heaters, activating noise suppression switch, then making sure heater turns off.

**RADIO CHECK**

\*Check two-way radio for proper transmitting and receiving.

**SEATS**

\*Check passenger seat bottoms on the way back and the seat backs when you return to the front.

\*Check for broken seat frames; seats firmly attached to the frame and the floor.

\*Check seat covers for damage or vandalism.

**DENTS, SCRATCHES**

**& VANDALISM**

\*Check body of bus for dents, scratches and vandalism. Check that windows are clean, not cracked or broken.

**FLOOR CLEANLINESS** \*With rear emergency door open, check floor for student belongings and floor cleanliness.

**FRONT SPLASH GUARDS** \*Properly secured and no rips or tears.

**ABS** \*Casing not damaged, wires not frayed loose exposed or dangling.

**AIR STORAGE TANKS/LINES** \*Straps mounting tanks to frame secure, no dents in tanks or leaks in tanks or lines, valves closed.

**BATTERY BOX** \*Check battery securement, tray tight, no corrosion on terminals, door hinged and latch is tight.

**DRIVER'S SEAT** \*Driver's seat securely mounted, cover not torn, properly adjusted for driver.

### **OPERATION INSPECTION**

**STEERING** \*With engine running, turn steering wheel from left to right and it should not have any more than 10 degrees or 2" of free play before front wheels move. While driving, check for any unusual handling characteristics.

**ENGINE** \*Listen for unusual engine noises, feel for any vibrations and check for any unusual smells (fuel, burning wires, hot coolant).

**TRANSMISSION** \*An automatic transmission should not slip and a manual transmission should allow for easy and smooth gear changes throughout the entire shifting range.

**CLUTCH** \*The clutch should engage easily and smoothly without jerking, slipping or 'chattering.' A properly adjusted clutch should have some "free play" when the pedal is fully released.

**SUSPENSION** \*Check for any unusual ride, noises or handling characteristics.

### **POST TRIP**

**TRANSMISSION FLUID** \*Proper fluid level in transmission (between add and full). Check weekly.

## **AIR TANKS**

\*If equipped, manually operated air tanks must be drained at the end of each day of driving. Turn valve a quarter of a turn or pull the cable. Drain tanks completely.