



School buses and school purposes vehicles

The importance of a pre-trip inspection

With school starting up, drivers of school buses and other school purposes vehicles are once again getting into their fall routine. Drivers and their passengers are only as safe as the vehicles they are riding in. This makes it a perfect time to look at the importance of having a pre-trip vehicle inspection procedure.

Regardless of a driver's experience and skills, driving an unsafe vehicle is a hazard for everyone on the road. Vehicle inspections are designed to ensure that every motor vehicle is in safe operating condition. A thorough commercial motor-vehicle inspection is a three-stage process, involving pre-trip, in-trip, and post-trip inspections. However, we'll just be looking at pre-trip inspections.

Daily pre-trip inspections

A daily pre-trip inspection or "circle check" is mandatory for school buses and school purposes vehicles in order to identify problems before they lead to a breakdown or a collision. Each inspection is only valid for 24 hours and must include every system and component listed on the daily inspection schedule. School buses must follow Schedule 5, while school purposes vehicles must follow Schedule 6. These inspection schedules are found in Regulation 199/07: Commercial Motor Vehicle Inspections, which is under Ontario's *Highway Traffic Act*.

Operators or drivers can use the **Daily Pre-trip Inspection Form** on the next page to do their inspections. The list of systems and components was taken from column 1 of the Daily Inspection of School Purposes Buses (Schedule 5) found in Regulation 199/07. Refer to columns 2 and 3 of Schedule 5 for a list of the minor and major defects for each system and component that may be found during an inspection. A vehicle may be driven with a minor defect as long as the defect is recorded in the inspection report. If a major defect is found, however, the vehicle must be repaired first.

Part of an inspection involves performing operational tests to confirm whether the major mechanical components of the vehicle are working properly. For example, to check whether the parking brake is working properly, engage the parking brake fully and try to move the vehicle. If the vehicle can be moved forward or backward easily, then the parking brake is not working properly.

To test the service brakes, move the vehicle forward at walking speed and apply the brakes to bring it to a complete stop. The vehicle should stop in a straight line, and the steering wheel should not pull to the left or right. The brake pedal should not feel spongy, and there should be no grinding or thumping noises. If excessive pressure must be exerted on the pedal to bring the vehicle to a stop, that also indicates a problem. Inoperative service or parking brakes are a major defect, so if any issues are found, they must be fixed before the vehicle can be driven.

Documentation

Part of the pre-trip inspection will be to check the vehicle's documentation folder, which must contain:

- a signed copy of the ownership, including the plate portion
- original proof of insurance
- a copy of the operator's CVOR certificate
- current annual inspection certificates (six months and one year).

After finishing the daily vehicle inspection, the driver must complete the inspection report properly and carry it on board. And if the vehicle will be driven farther than 160 km from the driver's starting point, the driver must carry an hours-of-service logbook.

By carefully conducting these types of inspections, as well as observing the condition of the vehicle while driving, operators will be fully aware of any problems before they become serious hazards. Remember to keep a copy of the daily inspection reports for at least six months in case an inspector or a police officer requests them.

Daily Pre-trip Inspection Form

IHSA has a Pre-Trip Inspection for School Bus Sticker (S104)



Operator/Carrier		Date	
Address		Time	<input type="checkbox"/> am <input type="checkbox"/> pm
Vehicle Licence #		Odometer	<input type="checkbox"/> km <input type="checkbox"/> m
Inspected by (print)		Plate #	

1. Air Brake System	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N	16. Inspection Stickers	Major <input type="checkbox"/> Y <input type="checkbox"/> N
2. Alternating Overhead Lamps	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N	17. Lamps and Reflectors	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N
3. Doors and Windows, other than Emergency Exits	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N	18. Mirrors	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N
4. Driver Controls	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N	19. Mobility Device Lift	Major <input type="checkbox"/> Y <input type="checkbox"/> N
5. Emergency Exits	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N	20. Mobility Device Ramp	Major <input type="checkbox"/> Y <input type="checkbox"/> N
6. Emergency Flares, Lamps or Reflectors	Minor <input type="checkbox"/> Y <input type="checkbox"/> N	21. Passenger Compartment	Minor <input type="checkbox"/> Y <input type="checkbox"/> N
7. Exhaust System	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N	22. Pedestrian-Student Safety Crossing Arm	Minor <input type="checkbox"/> Y <input type="checkbox"/> N
8. Exterior Body and Frame	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N	23. Seats and Seat Belts	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N
9. Fire Extinguisher	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N	24. Steering	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N
10. First Aid Kit	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N	25. Stop Arm	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N
11. Fuel System	Major <input type="checkbox"/> Y <input type="checkbox"/> N	26. Suspension System	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N
12. General	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N	27. Tires	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N
13. Heater / Defroster	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N	28. Wheels, Hubs, Fasteners and Bearings	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N
14. Horn	Minor <input type="checkbox"/> Y <input type="checkbox"/> N	29. Windshield Wiper / Washer	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N
15. Hydraulic Brake System	Minor <input type="checkbox"/> Y <input type="checkbox"/> N Major <input type="checkbox"/> Y <input type="checkbox"/> N		

Defect(s) #	Minor Defects		Major Defects	
Remarks				
Repairs made	<input type="checkbox"/> Y <input type="checkbox"/> N	Performed by:		
Documentation	<input type="checkbox"/> CVOR <input type="checkbox"/> Permits <input type="checkbox"/> Insurance <input type="checkbox"/> Registration <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Inspections			
I declare that the vehicle listed above has been inspected in accordance with Schedule 5 of Regulation 199/07 under the <i>Highway Traffic Act</i> (HTA).				
Inspector Signature			Date	

NOTE: For a list of minor and major defects, refer to Schedule 5 in O. Reg. 199/07: Commercial Motor Vehicle Inspections under the *Highway Traffic Act*.