

San Diego Unified School District

Transportation Services Department

Vehicle Inspection/Post-Trip Procedures

Student Transport Vehicle

Total pre-trip time: 7 to 10 minutes

DISTRICT REQUIREMENTS:

This procedure, developed by Safety & Training, incorporates State recommendations for passenger vans with policies required by the District. Any "Critical" defect or "RED" condition noted during the inspection process will place the vehicle out-of-service. The driver must leave the vehicle and notify shop immediately (the vehicle may not be driven to shop).

PRE-TRIP INSPECTION:

The pre-trip ZONAR inspection procedure is designed to be performed in a top-to-bottom, left-to-right fashion. Once the pre-trip inspection is complete, press "YES" on the ZONAR tablet/wand to store the inspection and download the report **BEFORE** leaving the yard.

Inspection Zones:

Zones	Inspect
1	Driver's Compartment
2	Engine Compartment
3	Interior
4	Exterior
5	Brake System
6	Special Ed. Equipment (if applicable)

Enter vehicle, power on and log into **ZONAR** system, review the “**Last Inspection**” report. Select “**Start Inspection**” then “**Van**” inspection. Scan vehicle asset tag, turn key to “**On**” position, and enter vehicle mileage. Turn key to “**Off**” position. Remove key and keep with you. **Pull hood release and unlock all doors before exiting vehicle.** (CSAS is activated and 3-minute timer is counting down)

ENGINE COMPARTMENT:

Step	ACTION/INSPECT
1	Under vehicle for unattached equipment & fluid leaks.
2	Open hood, ZONAR: Enter/Read: ZONAR Tag “Engine Compartment”.
3	All accessible/visible hoses, belts, & fluids. (Do not open brake fluid reservoir).
4	Check for anything unusual. Close and secure hood.

DRIVER’S AND PASSENGER COMPARTMENTS:

Step	ACTION/INSPECT
1	Enter right front passenger door. ZONAR: Enter/Read: ZONAR Tag “Compliance/Safety”.
2	Emergency equipment (fire extinguisher, first aid kit, body fluid spill kit).
3	Certificates and documents (DMV vehicle registration, vehicle insurance, and district forms).
4	Open right-side rear sliding passenger door and visually inspect passenger compartment.
5	Open rear passenger doors and inspect 3 road reflective triangles. Inspect rear passenger area.
6	Open left side rear sliding passenger door (if applicable) and visually inspect passenger compartment.
7	Enter left front driver door. ZONAR: Enter/Read: Tag “Inside Cab”.
8	CSAS Check #1. Wait for CSAS to activate if it has not activated already. (3-minute timer started when key was turned to “On” position and mileage was entered into ZONAR).
9	Turn key to “On” position. (Do not start engine), check all malfunction indicator lights. Driver seat & seat belt. Mirror check and adjustments & sun visor(s). Check steering wheel for excess play.
10	Start engine. Turn on headlights. Activate fog lights if equipped, Check “Left” and “Right” turn signals and signal indicator lights, Check all gauges, malfunction indicator lights. Check all A/C, heater and defroster vents and fans, switches, windshield washer and wiper system, all interior lights.
11	Important!!! Check TPMS for correct tire air pressures (refer to door post sticker for correct air pressures per vehicle). (In display - Settings - Vehicle Maintenance - Tire pressure). (If available)
12	Check gear shift selector (R, Listen for backup beeper and check back-up camera), (Check back-up lights with assistance only -N-D; place gear in Park “P” position)
13	Check power windows, power door locks (leave in unlocked position), check horn & turn on two-way radio.
14	Stop engine. Key to “Off” position.

BRAKE CHECKS:

Step	Check	Action
1	Brake Pedal Travel	Push service brake pedal 3 times & hold pressure for 15 seconds. Brake pedal must not travel more than 60% of the distance to the floor. Hold pressure on the brake pedal & START THE ENGINE. Brake pedal should move down slightly but remain firm.
2	Parking Brake	With parking brake SET and service brake pedal covered but not applied , place transmission selector lever in drive. Vehicle must not move.
3	Place gear selector in "Park" position. Activate hazard lights. Unlock all doors, Stop engine. Remove key.	

EXTERIOR: (1st Walk-Around)

Step	Action/Inspect
1	Exit vehicle, walk counterclockwise around vehicle checking sides, rear and front.
2	ZONAR: Enter/Read: ZONAR Tag "Left Rear". Checking tire tread depth minimum 4/32" rear tire, tire sidewalls, rims and lugnuts, body condition, district lettering/numbering, reflectors, springs, suspension parts, mud flaps, and turn signal/hazard, tail, and brake lights, license plate & license plate light, under vehicle for fluid leaks.
3	ZONAR: Enter/Read: ZONAR Tag "Right Rear". Checking tire tread depth minimum 4/32" rear tire, tire sidewalls, rims and lugnuts, body condition, district lettering/numbering, reflectors, springs, suspension parts, mud flaps, and turn signal/hazard, tail, and brake lights, engine exhaust pipe, under vehicle for fluid leaks.
4	CSAS Check #2. Open right-side rear sliding passenger door and de-activate CSAS and close door.
5	ZONAR: Enter/Read: ZONAR Tag "Right Front". Mirrors and mountings, tire tread depth minimum 4/32" front, tire sidewalls, rims and lugnuts, body condition, district lettering/numbering, reflectors, springs, suspension parts, mud flaps, windshield & wiper blades, headlights, turn signal/hazard lights, fog lights if equipped, license plate, bumper, under vehicle for fluid leaks.
6	ZONAR: Enter/Read: ZONAR Tag "Left Front". Mirrors and mountings, tire tread depth minimum 4/32" front, tire sidewalls, rims and lugnuts, body condition, district lettering/numbering, reflectors, springs, suspension parts, mud flaps, windshield & wiper blades, headlights, turn signal/hazard lights, fog lights if equipped, license plate, bumper, under vehicle for fluid leaks.

EXTERIOR: (2nd Walk-Around)

Step	Action/Inspect
1	Enter vehicle. Start engine , activate high beams. De-activate hazard lights.
2	Exit vehicle and chock brake pedal. Walk clockwise around bus checking for high beam and low beam headlights, all brake lights. (<i>Checking center brake light</i>). And anything missed during first walk around.
3	Enter vehicle, un-choke brake pedal, de-activate high beams, prepare to depart yard. Make two service brake stops before leaving the yard.
4	Complete ZONAR inspection and place tablet in cradle.

Student Check Procedure

Total student drop off time: 2 to 5 minutes

Student Drop Off:

Step	Action/Inspect
1	Turn engine off and remove key. Key stays with driver at all times .
2	Exit vehicle and walk to the right-side rear sliding door. Open door and assist (if needed) students to exit the vehicle. Press CSAS de-activation button.
3	Once all students have left the vehicle, ZONAR : Select "Student Check" and enter mileage.
4	Inspect the passenger area from the right-side rear sliding door access. Close and secure sliding door. Inspect for any vehicle or tire damage as you walk around the vehicle.
5	Walk to the rear vehicle doors. Open both rear doors and inspect the rear passenger area. ZONAR : scan ZONAR Tag "Student Check" Close and secure both rear doors. Inspect vehicle rear area for any issues.
6	Enter driver door and finalize ZONAR Child Check Report. Place tablet in cradle and prepare to depart area.

Vehicle Post-Trip Inspection Procedure

Total post-trip time: 2 to 5 minutes

End of Shift / Activity Trip / Route - Vehicle Post Trip:

Repeat "Van" Inspection as shown starting on page 2. Report any defects that developed during route/trip.