

## SECTION V: EQUIPMENT

### B. INSPECTION REQUIREMENTS

#### 1. Daily inspections

All school bus drivers (full-time, substitute and activity bus drivers) shall make three (3) types of inspections of their bus before, during, and after each trip. Pre-trip, enroute and post-trip inspections are required by the Commercial Driver's License Program and the Louisiana Department of Education.

##### a. Pre-Trip Bus Inspection

The pre-trip inspection is to be conducted before each run or activity trip and is designed to ensure that the school bus is in proper working order to safely transport students. Daily pre-trip inspections are to be recorded on the Pre-Trip Inspection Checklist (See Appendix) and maintained on the bus until it is submitted to the Transportation Department as required. All deficiencies must be recorded on the checklist.

Any vehicle found to have a major deficiency (i.e. brakes, warning lights, serious fluid leaks, etc.) shall not be used to transport students until the appropriate repairs have been made and a further inspection reveals that all deficiencies have been corrected. If the school bus does not meet safety requirements and, therefore, cannot be driven, a spare bus must be secured by the driver until repairs can be completed.

##### b. Enroute or Mid-Trip Bus Inspection

The enroute or mid-trip inspection must be performed by all drivers before they leave the last school on each morning run and prior to beginning their second or later afternoon runs or at the conclusion of activity trips. To complete the enroute inspection, drivers must walk down the bus aisle, looking for:

- 1) Students who may have fallen asleep or who may be hiding;
- 2) Students' personal possessions that may have been left behind;
- 3) Damage to the interior of the bus, such as cut seats, graffiti, etc.

Upon returning to the driver's seat, each driver should check all gauges to ensure that everything seems acceptable, especially fuel level, oil pressure, temperature, etc. If additional fuel or other fluids are required for safe operation, they must be added without passengers on board.

### c. Post-Trip Bus Inspection

The post-trip inspection must be conducted after each morning and afternoon route or after an activity trip has been completed. The post-trip inspection should include a detailed review of the current working condition of the bus, an examination of the vehicle's interior (as in the enroute inspection) and a review of the Pre-Trip Inspection Checklist. If any deficiencies are noted during the post-trip inspection, they must be corrected before the next run or trip begins.

## 2. Semi-annual Inspection

All school buses must be inspected and certified as safe for student transportation twice each school year. The first inspection must be performed during the months of June, July, or August and the second inspection performed during the month of December, January, or February. Both inspections must be performed by a qualified Louisiana Motor Vehicle Inspection Station utilizing the Tangipahoa Parish Semiannual School Bus Inspection Report (See Appendix).

A school bus that fails to meet these inspection requirements must not be used to transport students. Re-inspection or more frequent inspections of buses may be conducted by or on behalf of the TPSB and/or the Transportation Department. The fall semester's Semi-annual School Bus Inspection Report must be submitted to the Transportation Department prior to the first day of the new school year and spring semester's report must be received prior to the last school day in February.

All drivers are responsible for having their buses in good repair and ready for inspections. Drivers should not depend upon the inspection to determine what, if any, repairs are needed.

## 3. Surprise Inspection

The Transportation Department reserves the right to inspect school buses at any time deemed appropriate to ensure that vehicles comply with all safety requirements. If a bus is determined to be unsafe for operation at the time of a surprise inspection, it will be removed from service until repairs have been made and a post-repair inspection determines that the bus is safe to operate.

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<sup>i</sup> Revised Date July 1, 2008.