

**For Use with Standard Florida DOT PM Inspection Form**

1. Passenger Door/ Check Operation of All Interlocks and/or Starter Interrupt

Check to ensure interlock system is working properly when parking brake is applied. Vehicle should not come out of park with either the front door or wheelchair lift door open. If equipped, check passenger door sensitive edge operation.

1. Standee Line & Warning

On vehicles designed to allow standees, check the condition of the standee line and sign. The line must be of contrasting color at least two inches wide and the sign, prohibiting anyone from occupying a space forward of the line, must be posted at or near the front of the vehicle.

1. Flooring/ Steps/ All Interior Panels

Inspect floor covering for tears, rips, or gouges. Inspect headliner for damage, sag, or dirt. Inspect the condition of side panels. Check steps for yellow edge or nosing to pronounce presence of steps.

1. Wheelchair Belts/ Floor Anchors

Check wheelchair seat belt lap extensions and wheelchair shoulder harnesses for proper function. Inspect wheelchair securement devices for damaged webbing and proper operation of locking mechanism. Inspect floor tie down anchors. Ensure the vehicle is equipped with the proper amount of securement devices for the number of wheelchair positions.

1. Passenger Seat Condition/ Foldaway Seat Operation

Seat covering for the driver and passenger seats should be inspected for rips, tears, gouges, exposed springs, and security of floor mounting. Arm rest(s) should be inspected for proper attachment to seat(s). Check folding seats for proper operation of adjustment controls. Check the driver’s seat for proper fore and aft movement and tracks should be lubricated as necessary.

1. Passenger Seat Belts

All Seat belts should be inspected for proper retraction mechanisms and damaged webbing.

1. Stanchions & Hand Rails

Inspect condition of the grab rails and stanchions for the standee passengers. Tighten grab rails as necessary. Note if extensive repairs are necessary.

1. Roof Hatches/ Operation

Check roof hatches to ensure proper function and that they shut and open properly.

1. Emergency Door and Window Operation

Check emergency door operation to ensure proper function. Check window exits to ensure all exits function properly. Ensure that all emergency exit signage is clear and legible.

1. Fire Extinguisher/ First Aid Kit/ Emergency Triangles/ Spill Kit

Inspect the above-mentioned safety equipment to ensure it is in proper working order, securely mounted, and easily accessible. Fire extinguisher must be fully charged with a dry chemical or carbon dioxide, having at least a 1A: BC rating and bearing the label Underwriters Laboratory Inc.

Check maintenance tag for expiration date and condition of all components for damage or conditions that may prevent operation. Nozzle outlets must be unobstructed and properly aimed.

1. Fire Suppression System

If equipped with fire suppression system check “System OK” LED is illuminated. Check that system is properly charged and that all instruction labels are intact, clean, and legible. Ensure inspection tag for expiration date. Check the condition of all components for damage or conditions that may prevent operation. Nozzle outlets must be unobstructed, properly aimed, and must have their protective covers.

Follow the fire suppression system manufacturer’s guidelines for servicing the system.

1. Interior Lights

Inspect the interior lights. Check step well lights if applicable for proper function by opening door. Check dome light switch/rheostat. Check turn signal and the hi-lo beam switches as well as the indicators on dash for proper function.

Check all emergency exit lights at emergency windows and rear exit door.

1. Vehicle Registration/ Plates

Check condition and currency of license plate and registration and appropriate manuals. Ensure accident report forms and other appropriate documents are up to date and available in the vehicle. Check for wheelchair lift operating manual, if applicable.

**Drivers Compartment**

1. Brake & Accelerator Pedals

Check pedals for sticking, binding, or failure to return to normal position. Check pedals for excessive pad wear.

1. Driver’s Seat & Belt

Check the driver’s seat for proper fore and aft movement, and tracks should be lubricated as necessary. Check the driver’s seat belt for proper retraction mechanisms and damaged webbing.

1. Horn Operation

Check horn. The horn must be capable of emitting a sound audible under normal conditions from a distance of not less than 200 feet.

1. Service Brake Operation (hydraulic braking system)

From the driver’s seat, pump the brake pedal three or four times and then hold constant downward pressure on pedal for at least five seconds. The brake pedal should hold firm and not drift down. If equipped with a hydraulic brake reserve system, with the key off, depress the brake pedal and listen for the sound of the reserve system electric motor.

If equipped with hydro boost system or vacuum assist system, with the key off, pump the brake at least five times and depress the brake pedal. It should feel firm. Remain holding the pedal and start the engine. The pedal should move slightly to the floor and then rise.

Check that the warning buzzer or light is off.

1. Ignition System (Start Engine)

When starting the engine, listen for starter drag or grind, belt squeal, and any other unusual noises. As engine warms, monitor all gauges. Check shift selector for smooth operation and can be shifted into all ranges.

1. Check All Gauges/ Switches

Activate ignition switch and check all warning indicator lights (oil, battery, engine, etc.) for proper operation. If the vehicle is equipped with gauges, check proper readings after the engine has been started. Check all switches, levers, and knobs for proper function.

1. Check Fast Idle

Check fast idle system for proper operation.

1. Check Air System Pressures/ Perform Leak Down Test (air brake chassis)

Drain all air tanks and check operation of system drier. Build air system to maximum air pressure and observe governor cut out (100- 125 psi). Shut off engine and chock wheels if necessary. Release emergency brake, make a full brake application, and hold for one minute. Check air gauge to see if pressure drops more than three pounds in one minute. Next, rapidly pump the foot brake. Buzzer should activate before air pressure drops below 60 psi. Continue to pump brakes until emergency brake pops up. This should occur at approximately 40 psi. The amount of time it takes to build the air pressure is important. Air pressure should go from 85psi to 100psi in 40 seconds.

1. Shift Lever Operation

Move the shift lever into each gear and ensure the detents are operating correctly.

1. Parking Brake Operation

While the vehicle is on an incline, apply the parking brake and shift vehicle into low gear slightly pulling against the brakes. Vehicle should not move. If the vehicle cannot be checked on an incline, lightly accelerate the vehicle while the parking brake is applied. Again, the vehicle should not move. Parking brake should be adjusted to hold the vehicle in all terrains.

1. Back-Up Alarm

While depressing the brakes shift the vehicle into reverse and check the audible back-up alarm.

1. Driver’s & Panel Lamps

Inspect the interior lights. Check step well lights if applicable for proper function by opening door. Check dome light switch/rheostat. Check turn signal and hi-lo beam switches as well as the indicators on dash for proper function.

Check all emergency exit lights at emergency windows and rear exit door. Check all dash and gauge lights for proper operation.

1. Interior Mirrors/Sun Visors

Check inside rear view mirror(s) for proper mounting, adjustment, and condition of the glass. Also, check the right and left exterior mirrors for adequate field of vision. Check sun visor.

1. Windshield Wipers & Washers

Inspect windshield for cracks, scratches, and any visible damage. Operate windshield wipers through all ranges on wet glass. Check washer fluid level.

1. Climate Control System/Fans

Operate and check heater and air conditioning controls through all selector ranges and check varying fan speed for proper function. Check rear unit output as applicable.

1. Fare Collection System

If equipped, ensure fare collection equipment is securely mounted and operating properly.

1. Cleanliness

Check the general cleanliness of the vehicle interior.

**Exterior**

1. Check for Damage/ Corrosion/ Bumpers & Mounts/ Decals

Inspect exterior of vehicle for signs of body damage, missing trim, decals, paint condition, and any signs of developing rust. Check front and rear bumpers. Inspect for loose, damaged or missing hardware. Note and repair any significant damage. Inspect the outside of all windows for cracks, blemishes, or other damage. Inspect mirror brackets for secure mounting or rusting. Check mirrors for broken/fading glass.

1. Condition of All Glass

Inspect the outside of all windows for cracks, blemishes, or other damage.

1. Wiper Blades & Arms

Inspect condition of windshield wiper blades and arms. Replace if needed.

1. Exterior Mirrors

Inspect mirror brackets for secure mounting hardware or rusting. Check mirrors for broken/fading/lose glass.

1. Check Light Lenses & Reflectors

Check the condition of the exterior light lenses and reflectors.

1. Check Operation of All Lights

Outside assistance may be required when making this check. Check parking, low and hi beam headlights, turn signal operation front and rear, and hazard flashers. Turn on all outside clearance lights and check operation. At this time, also check license plate lights, back-up lights, brake lights, decal lights. All lighting must comply with the minimum requirements set for the in Florida Statutes 316.220, 316.221, 316.224, 316.225, 316.226, 316.234, and 316.235.

1. Condenser Fan Operation

Visually inspect fan blades for cracks, bends and proper clearance from shroud or screen. Check for debris. Turn on the air conditioning system and check fan operation. Listen for any unusual noises.

1. All Side Access Doors/ Engine Cover & Latch Operation

Inspect exterior access doors and lubricate hinges or spring latches as necessary. Check hood latch and lubricate. Check hood retainer bar. Lubricate engine hood latch.

1. Tire Damage & Wear

Inspect all tires for signs of uneven wear due to imbalance or improper front-end alignment, check for exposed cord or steel belts, inspect valve cores, and check sidewalls for scrubbing or damage. Determine tread depth using tread depth gauge. Tread group pattern depth shall not be any less than 4/32 (1/8) inch, measured at any point on a major tread groove for tires on the steering axle and no less than 2/32 (1/16) inch measured at any point on a major tread groove for all other tires. Check air pressure in all tires including spare using tire air gauge. Check condition of spare tire and mounting.

Check tires for cuts, nails, or other embedded foreign objects. Check all wheels, including spare, for any damage, welds, or improper bead seating of tire. Check for missing balance weights. Check hubcaps for secure mounting.

1. Check Wheels/ Lug Nuts/ Valve Stems

Check wheel lugs for proper torque. Inspect rims for any signs of damage or cracks. Check for any missing lug nuts; note any rust areas from around lug nuts. Check all valve stem caps or flow though valves and replace any missing.

1. Fuel Cap and Door

Check fuel cap for proper fit and any signs of damage to fuel servicing piping/ hoses.

1. Leveling

Check vehicle for proper leveling. Vehicle should not lean to one side or front/rear.

**Engine Compartment**

1. Clean Batteries and Terminal Ends/ Check Electrolyte Level

Check battery mounting tray condition for corrosion and wear. Check battery case for cracking or damage. Check post and fasteners for corrosion – clean and cover with protectant. If applicable, check and service water levels. If equipped with a maintenance free battery, check “green” indicator, if applicable.

1. Check Battery Hold Downs/ Cables/ Ground Straps

Check battery hold-downs. Check cables for fraying or signs of deterioration. Check battery slide out tray for proper function.

1. Record Voltage Output

Using DVOM, Record battery voltage. Check battery condition with load tester. If equipped with more than one battery, remove negative battery cables from batteries. Load test and record voltage batteries individually. Start engine and record alternator charging output.

1. Check Belts/ Tensioners & Hoses/ Air Compressor Mounting

Inspect all belts for signs of wear, fraying, cracks, glazing, and proper tension. Inspect heater hoses and connections. Check air compressor and all belt driven components mounting for alignment, missing / loose bolts and bracket fractures and/or breaks. Inspect serpentine belt spring-loaded tensioner and idlers. Check belt/pulley alignment with components.

1. Check All Fluids

Check transmission fluid level with the fluid warm and the engine running in park/neutral. Check color of fluid for any signs of overheating. Also, check the fluid levels for engine oil, engine coolant, power steering fluid, brake fluid and windshield washer fluid. Top off any low fluids. Note any excessively low fluid on PM inspection form.

1. Inspect for Leaks

Inspect all lines, hoses and reservoirs for signs of leakage. Check engine, transmission, differential and all engine accessories for signs of leaks around gaskets, seals, drain plugs, etc. Repair as necessary.

1. Test Anti-Freeze Protection Level

Test antifreeze for proper protection level using the correct testing equipment. The protection should be at least -34 degrees, which represents a 50/50 mixture of water and antifreeze. More protection may be desired depending on your specific climate region. Coolant should appear clean and translucent.

Add, change or flush coolant as necessary to provide adequate protection. Be sure to use manufactures specified type of coolant.

1. Check Radiator Core/ Mounts

Inspect radiator cap for signs of leaks or pressure loss. Before removing the cap, allow the engine to cool down. Relieve any built-up pressure in the system. Remove and inspect the radiator cap gaskets/O-rings. At this time, the radiator cores and the interior of the radiator housing may be visually inspected for corrosion or clogging. In addition, if circulation problems are suspected, operation of the water pump and circulation of the coolant may be verified with the engine running.

1. Check Wiring for Routing/ Chafing & Loose Connections

Inspect all engine compartment wiring for signs of chafing, corrosion, and loss of insulation and crimping. Ensure wiring does not come in contact with moving parts or heated surfaces. Ensure that all wiring is secured by brackets/zip-tied without any strain.

1. Check Engine Mounts

Check for any signs of loose hardware or deterioration/oil-soaked contamination. Inspect transmission mounts.

1. Replace Engine Oil & Filter

Change oil according to manufacturer’s specifications either under the normal or severe duty operating conditions.

1. Check Air Filter

Remove air filter and inspect. Inspect air intake hoses and clamps. Visually inspect all vacuum hoses and connections. Wipe clean inside of air cleaner with damp cloth. Replace air filter as needed.

1. Check Fuel Filter

Check and/or replace fuel filter. Inspect fuel lines for leaks or damage. Inspect fuel line routing, mounting brackets and for items chafing on lines.

1. Check/ Clean A/C Filters & Cores/ Lines for Routing/ Chafing

Remove filters and clean or replace, if equipped. Inspect lines for any signs of leaks or chafing, missing or loose brackets/hold downs. Clean condenser and evaporator fins of any debris. Inspect condenser fans for missing/bent fan blades.

1. A/C Compressor Mounting/ Clutch

Inspect compressor for any loose or missing hardware. Check pulley alignment and correct if needed. Ensure all wiring is securely routed.

1. A/C Pressure Check

Each spring, prior to the season for constant air conditioning use, the air conditioning system should be scheduled for a thorough operational check. The system should be checked with the appropriate air conditioning service equipment and gauges. Check the entire system for leaks.

Note: The Freon level should be checked and serviced as necessary.

If the system is to be serviced with the opening of a closed system, the complete system should be evacuated; the receiver dryer replaced and the system must be completely recharged, including refrigerant oil.

Note: All air conditioning work involving opening the system for repair and recharging must be performed by a licensed certified technician.

**Chassis/Driveline**

1. Shocks/ Springs/ MOR/Ryde

Inspect shock absorber cylinders for signs of leakage. Check bushings for signs of wear and the mounting brackets for secure mounting. Inspect coil and/or leaf springs for signs of damage or wear. Check MOR/Ryde shear springs if equipped. If equipped with air springs check for leaks, cracks and dry rotting, leveling valve mounting/air lines and hardware.

1. Torque Rods

Inspect for any damaged or missing bushings. Ensure all hardware is intact and secure.

1. Check Ball Joints

Inspect all ball joints according to manufacturer’s recommendations. Lubricate after inspection. Check kingpins if applicable.

Due to varying road conditions, vehicle type, age of vehicle, and type of joint, it is recommended that you check the ball joints on every “A” inspection or if any of the following, symptoms are observed:

• Front wheel shimmy at low speed

• Steering wander

• Clunking noises from the front suspension

• Camber wear on the tires

Note: Most original equipment ball joints today are designed to provide many miles of durability. Many never make it that far for a variety of reasons. One is wear. The constant friction created by turning and driving creates friction between the ball stud and bearing. The rougher the roads and the heavier the vehicle, the faster the rate of wear will occur. Wear can be further accelerated by contamination and/or lack of lubrication. With a greaseable joint, lubing the chassis periodically is necessary to maintain a layer of grease within the joint. Lubing the joint also, helps flush out the old grease and contaminants, which extends the service life of the joint. Most OEM ball joints today as well as some aftermarket replacement joints are "sealed for life" and have no grease fittings. Load carrying ball joints do tend to wear at a faster rate than their unloaded counterparts because of the weight they carry. That is why the lower ball joints on an SLA (short long arm) suspension typically wear out before the upper joints.

1. Steering Gear/ Linkage & Arms

Check steering column for any absence or looseness of U-bolts or positioning parts; worn, faulty, or any welded universal joints. Check steering wheel broken spokes or cracks and for securement.

Check steering box for any mounting bolts loose or missing, any cracks in gearbox or mounting brackets. Check for any looseness of the pitman arm on the steering gear output shaft. Check for leaks.

1. Steering Shaft & Free Play

Check for any motion, other than rotational, between any linkage member and its attachment point. Check for loose clamps or clamp bolt on tie rod or drag link. Check for linkage components that are not secured with proper pins or devices. Check for any looseness in any threaded joint.

1. Lube Chassis

Lubricate all steering and suspension zerk fittings. If necessary use manufactures lubrication manual/chart.

1. Check Drive Shaft & U-Joints

Check the driveshaft chock wheels if needed and place transmission in neutral. Grasp either side of the u-joint and rotate it back and forth while watching and feeling for any play between the cross and the yoke. If the cross moves inside the yoke, replacement of the u-joint is warranted. Check slip joint for play.

On vehicles with two-piece drive shafts, check center support bearing for excessive compression of the rubber insulator. Inspect the center support bearing by rotating the inner race while holding the outer race. Replace if there is evidence of roughness or wear. Lubricate driveline u-joints and slip yoke.

1. Check Differential Oil Level/ Clean Breather/ Check Axle Seals

Check for proper level. Ensure breather is clean, if equipped with hose make sure hose is clear and mounted properly. Check seals/covers for any signs of leakage. Ensure all hardware is secure.

1. Drain & Refill Differential

Drain and refill differential fluid according to the vehicle’s OEM recommended severe service interval. Invoices or work orders documenting this must be placed in the vehicle’s history file.

1. Replace Transmission Fluid/ Filter

Remove transmission pan and drain fluid according to the vehicle’s OEM recommended severe service interval. If the transmission torque converter is equipped with a drain plug, drain fluid from it as well. Inspect debris in the bottom of pan for signs of internal transmission damage. Check the color of fluid for signs of overheating. Remove and replace filter screen. Note any abnormalities on the check off sheet. Invoices or work orders documenting this must be placed in the vehicle’s history file.

1. Check Front Wheel Bearings

Remove and inspect front wheel bearings, clean, inspect and lubricate serviceable wheel bearing and replace if necessary. Refer to OEM inspection guidelines for sealed non-serviceable wheel hub assemblies

1. Check Brakes (Pull Wheels)

Remove wheels and inspect all brake pads/linings for wear.

1. Air Tank Mounting/ Lines and Valves (air brake chassis)

Check air tank(s), lines and valves for secure mounting. Look for any loose or missing hardware. Check for leaks.

1. Check Exhaust System for Mounting/ Leaks/ Restriction

Check the exhaust system for mounting, routing, leaks and restrictions. Inspect tail pipe for damage.

1. Underbody/ Mounts & Frames

Inspect underbody mounts and frame for proper securement. Look for any loose or missing hardware, bushing deterioration, cracks, etc.

1. Fuel Tank Mounting & Fuel Leaks

Check fuel tank for secure attachment to vehicle by inspecting for loose, broken or missing mounting bolts or brackets (some fuel tanks use springs or rubber bushings to permit movement).

Check fuel system for any visible leak at any point.

**Wheel Chair Lift**

1. Lift Manufacturer Tag/ Month & Year Manufactured/ State of FL Certificate

Check that each wheelchair lift or ramp are legibly and permanently marked by the manufacturer or installer with the following information:

• The manufacturer’s name and address

• The month and year of manufacture

A certificate that the wheelchair lift or ramp securement devices, and their installation, conform to State of Florida requirements applicable to accessible buses.

1. Check Lift Wiring for Routing/ Chafing & Loose Connections

Inspect all lift wiring for proper routing. Inspect pendant cord for any damage.

1. Check Lift for Damage/ Inspect Lift Anchor Bolts

Inspect lift towers for proper alignment. Ensure lift mounting hardware is secure.

1. Cycle Lift – Check all Safety Systems Including Barriers

Cycle lift from stow position to floor level and check outboard roll stop barrier for proper latching. Continue to lower lift to ground level and check for any leaking, damaged, missing parts, and for smooth operation. Raise lift from ground level. With platform slightly off ground make certain the outboard roll stop barrier raises and it is latched securely. This must be performed by visually inspecting the latching mechanism to ensure it is in the correct locked position and by physically attempting to pull/push barrier down with an adequate amount of force to make certain the barrier is secured.

Continue to raise lift to floor level and check for any unusual noises or abnormal operation. Stand on lift platform or place at least 50 pounds of weight on platform and attempt to stow lift. Lift should not fold in. Remove weight and stow lift.

Due to varying lift configurations refer to your lifts Owner’s Manual for a list of warning lights and audible alarms to ensure all of these safety-warning devices are working properly.

1. Record Lift Cycle Count

Document the lift cycle count on your preventative maintenance inspection form.

1. Check for Hydraulic Leaks/ Level

Inspect cylinders, hoses, pump and reservoir for any signs of leaks. Check for proper fluid level. Note on repair order if fluid is added.

1. Clean, Lubricate & Adjust Lift as Needed

Check lift padding and labels. Check lift manual operation and instruction label. Lubricate appropriate lube points. Refer to original owner’s manual for lift adjustments and lubrication points if necessary.

**Brake Inspection**

1. Brake Foundation/ Lines/ Rotors/ Drums

Remove Wheels. Check rotors/drums for wear, scoring, and warping. Check calipers/cylinders and brake lines/hoses for signs of wear, chafing or leaks. Check for any dirt or grease or rust accumulation on the brake system.

1. L/ Front remaining brake lining

Record in millimeters lining on the left front brake.

1. R/ Front remaining brake lining

Record in millimeters lining on the right front brake.

1. L/ Rear remaining brake lining

Record in millimeters lining on the left rear brake.

1. R/ Rear remaining brake lining

Record in millimeters lining on the right rear brake.

**Tire Thread/Depth/Inflation**

Note: Steer tires maximum wear limit is 4/32’s Drive tires wear limit is 2/32’s

1. L/ Front

Record the tread depth for the left front tire.

1. R/ Front

Record the tread depth for the right front tire.

1. R/R Inside

Record the tread depth for the right rear inside tire, if applicable.

1. R/R Outside

Record the tread depth for the right rear outside tire.

1. L/R Inside

Record the tread depth for the left rear inside tire, if applicable.

1. L/R Outside

Record the tread depth for the left rear outside tire.

1. L/Front

Record the air pressure for the left front tire.

1. R/ Front Record the air pressure for the right front tire.
2. R/R Inside

Record the air pressure for the right rear inside tire, if applicable.

1. R/R Outside

Record the air pressure for the right rear outside tire.

1. L/R Inside

Record the air pressure for the left rear inside tire, if applicable.

1. L/R Outside

Record the air pressure for the left rear outside tire, if applicable.

Note: Adjust all pressures to recommend PSI when tire is cold.

**Test Drive**

1. Check Engine Performance

Start engine and check for any unusual noises. Check exhaust stream for any unusual color, odor or sound. Check for any active or inactive fault codes and if the engine has any outstanding Technical Service Bulletins from manufacturer. During operational test drive, check for smoothness of acceleration.

1. Check Shift Points

During operational test drive, check operation and position of shift lever and indicator. Check operation in each gear. Check shift points through all gear ranges in drive position.

1. Steering

During operational test drive, check the centering of the steering wheel and the smoothness of turns. Also, check for looseness in steering wheel.

1. Suspension

During operational test drive, check for proper tracking of the vehicle, balance of tires, and front-end alignment.

1. Brakes

Check for smooth pedal operation during braking. Check for any pulling, vibrating or shaking while braking. Check for any unusual noises such as grinding or squealing coming from wheels.

1. Speedometer

During operational test drive, check operation of speedometer as well as all gauges.

**Notes:**