



**Rumaila  
Operating  
Organisation**

# Bus Safety Checks

12 Basic Vehicle Maintenance Checks



# Introduction

Both the owner and driver have a responsibility to ensure that vehicles remain safe and roadworthy. The owner is responsible for ensuring that the vehicle is maintained in accordance with the Manufacturer's Recommended Maintenance Schedule and the driver is responsible to check the vehicle prior to use and report any defects.

It is important to abide by the manufacturer's maintenance guidelines specific to the environment the vehicle is operating in.

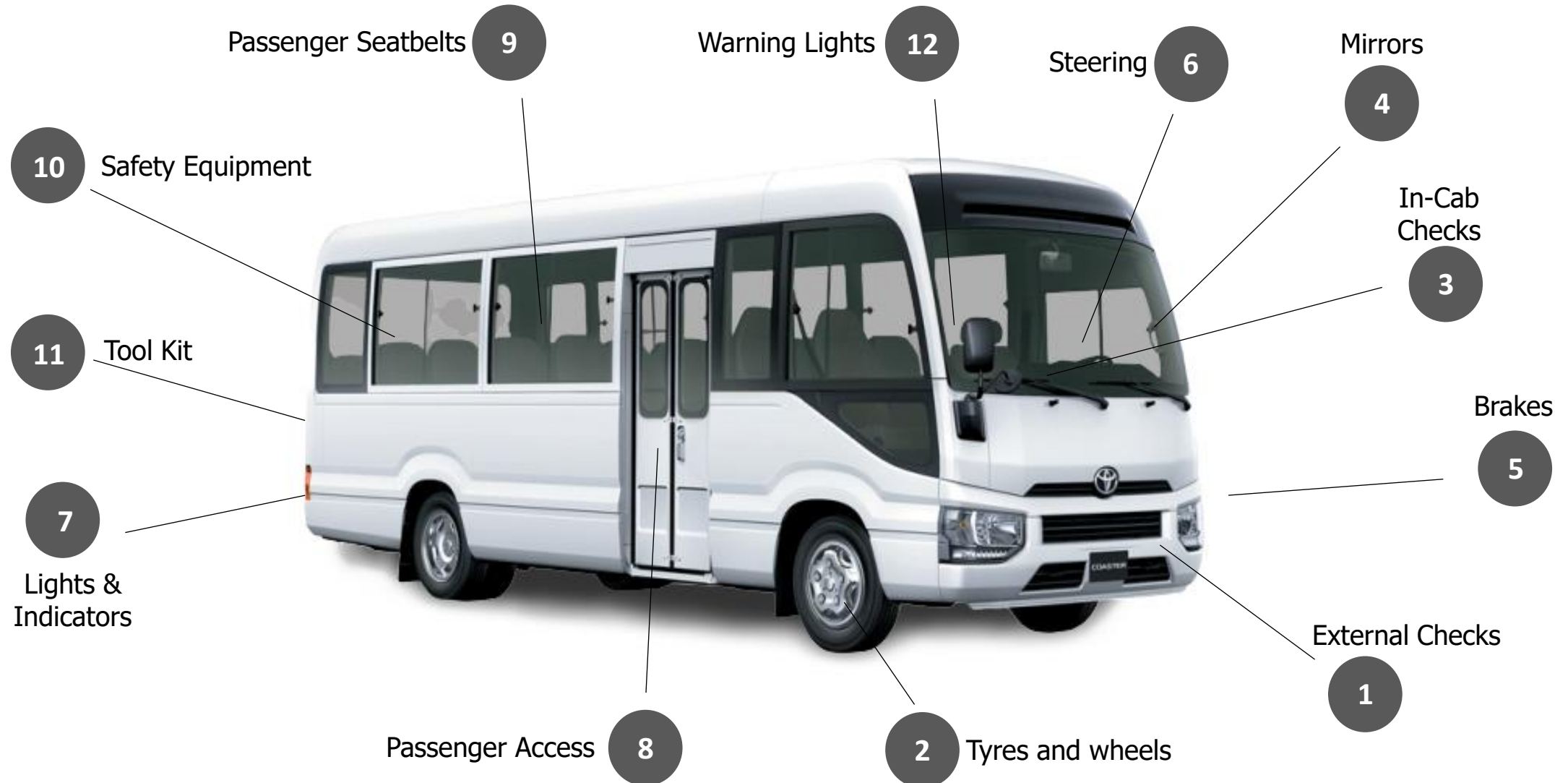
Though it is considered an expense, vehicle maintenance should be a necessity for all vehicle owners as it ensures the vehicle's safety and roadworthiness. Owners should ensure that drivers are trained to carry out Pre-Use Checks and understand the process for reporting any defects. Owners should also ensure that drivers are aware that they should not operate a vehicle which is unsafe.



Maintenance	Timing
Maintenance Schedule	As per the Manufacturer's Recommendation
Pre - Use Checks	Every day or before each use.



# 12 Point Bus Safety Checks



## 1 - External Checks

**Always** begin with a visual check of the vehicle to ensure it is safe to approach and to identify any potential hazards. Ensure that the engine is switched off, keys have been removed from the ignition and the parking brake has been applied.

- Check engine oil, coolant, windscreen wash & fuel for levels & leaks, including underneath the vehicle,
- Check underneath the vehicle to make sure there are no unsecured items or anything hanging down,
- Fuel tank cap in good condition & there are no leaks,
- Number & marker plates in place, clean & in good condition,
- Side & rear reflective markings fitted, clean & in good condition,
- All windows, light lenses and bodywork, clean and free from damage.

## 2 – Tyres and wheels

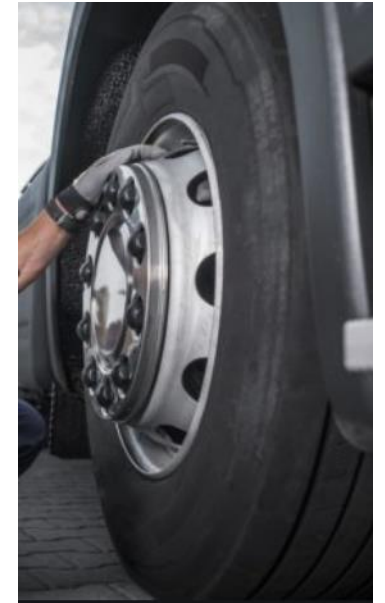
Whilst the tyres should be checked during the Manufacturer's Recommended Maintenance Schedule, it is important to also check during the Pre-Use Checks.

**Inflation** - Are the tyres inflated to the correct pressure?

**Tread** - Is there a minimum tread depth of 2 mm across the width of tyre and around the entire circumference? Is the surface even without any bumps or deformation?

**Sidewalls** - Are there any cuts, cracks or bulges?

**Wheels** - Are all the wheel nuts in place and secure? Are there any cracks or damages on the wheels?



### 3- In Cab Checks

Check the driving controls (steering, gear selector, hand brake, foot pedals), seat position and seat belt are functioning correctly and adjusted for comfort and reach.

Start the vehicle engine and check the instruments, gauges and warning devices are working.

Check windscreen wipers and washers are operating correctly.

Check the heater, demisters and A/C are all working.



### 4- Mirrors



**Passenger side and Front  
Look Down Mirror**



**Driver side Mirror**

**Rear Look Down  
Mirror**

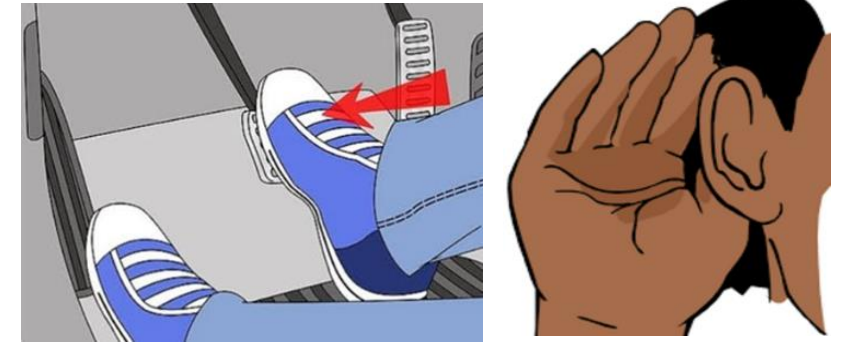
Once inside the bus, the Pre-Use Check continues with a check to ensure your mirrors are clean and correctly adjusted. For those vehicles with an internal mirror, ensure that it is adjusted correctly.

If the vehicle has a rear look down mirror, check to make sure you can see the rear bumper area. If the vehicle is fitted with a camera, check that it is working and the view is clear.

## 5- Air Brakes

For the brakes to operate there must be sufficient air pressure in the system. The Pre-Use Check includes checking the air pressure gauges on the dashboard and, also ensuring the LOW AIR PRESSURE WARNING Light has gone out and any audible alarms have stopped. Press and hold the brake pedal firmly and listen for any air leaks, ensuring the pedal pressure remains firm.

Check your surroundings and, if clear select a gear. Then without releasing the hand brake gently attempt to move the vehicle. It should not move. Now release the hand brake and move the vehicle about 2 metres, then apply the foot brake to test. Apply the hand brake and take the vehicle out of gear.



## 5- Hydraulic Brakes

The braking system requires a minimum level of clean brake fluid to operate. Brake fluid should be checked during the Manufacturer's Recommended Maintenance Schedule. During the External Checks, you would have ensured there was adequate brake fluid in the reservoir. Check your surroundings and, if clear select a gear. With the hand brake engaged gently attempt to move the vehicle. It should not move. Now release the hand brake and move the vehicle about 2 metres, then apply the foot brake to test. The brakes should be even and bring the vehicle to a stop. Apply the hand brake and take the vehicle out of gear.

**ALWAYS CHECK YOUR SURROUNDINGS BEFORE MOVING THE VEHICLE.**

**NEVER MANOEUVRE A VEHICLE WITHOUT A BANKSMAN**



## 6- Steering

The steering should be checked as part of the Pre-Use Checks. Ensure that the steering wheel is secure and does not have excessive play, by rotating the wheel from side to side. Check that there is no restrictions on the steering by turning the wheel from left full lock to right full lock.



## 8- Passenger access & Internal checks

Check that the passenger access door opens correctly and when closed the lock engages fully. The entrance steps should be undamaged and free from items which could cause a passenger to trip. The handholds should be clean and free from any sharp edges. Seats should be securely mounted and not have any part of the frame or anything protruding which could cause injury. All walkways should be clean and clear of debris or any work items. Check internal lighting is working and A/C vents are operating. All equipment or baggage should be stored in luggage areas and not in the passenger area.

## 7- Lights, Indicators & Reflectors

Lights play an important role in the safe operation of a vehicle and in avoiding accidents since they ensure seeing and being seen. Ensure that all lights are working, lenses are clean and free from damage during the Pre-Use Checks.



## 9- Passenger Seatbelts

The Pre-Use Checks include checking each passenger seatbelt to ensure they are clean and free from damage. Take each seatbelt and pull it gently out to the full extent of travel and then fasten it with the buckle. Let the seatbelt return. Grip the shoulder section of the seatbelt and pull it sharply towards you. The seat belt should lock. Release the buckle and allow the seatbelt to retract. Any seatbelt found which does not lock when tested, has damage or does not fasten correctly should be reported and the bus taken out of service immediately.



## 10- Safety Equipment

Safety kits are there for emergency situations. You never know when you will need them. Include these in the Pre-Use Checks.

Safety Kits should include as a minimum:

- Reflective vest
- Working torch
- 2 x Reflective warning triangles
- Securely mounted fire extinguisher suitable for the maximum number of passengers
- First aid kit suitable for the maximum number of passengers





## 11- Tool Kit

Vehicle tool kits, should be stored in a safe and secure place, for emergencies.

During Pre-Use Checks, ensure that all the tools are present and the spare or space saver wheel is correctly inflated. The tool kit includes:

- A correctly inflated spare wheel/space saver wheel
- Car jack
- Wheel brace

## 12- Warning Lights

Most modern vehicles have Warning Lights which give advice and

guidance to the driver on critical or important vehicle functions. Always check for warning lights and take appropriate action.

As a general rule, when illuminated, yellow lights mean 'check as soon as possible' whilst red means 'stop vehicle as soon as it is safe to do so'. Any illuminated warning light should be reported immediately.

**Drivers** - carry out your Pre-Use Checks – report all defects and faults to a supervisor/manager for repair.  
**Do NOT operate any vehicle with a fault or defect.**

**Supervisors and managers** - ensure that daily checks are carried out by the driver and if a fault is reported - take the vehicle out of service and have it repaired. Ensure that Scheduled and Preventative Maintenance are conducted to keep vehicles operating safely.

*If you have any questions or require any additional information or guidance please contact the ROO Land Transport Safety Team on [ROOHSELTA@roobasra.com](mailto:ROOHSELTA@roobasra.com)*

Some common examples are outlined below:

