

# **A Handbook for Rural Transit Providers**

# **Transit Vehicle**

# **Inspections**



## **Delivery, Pre-Trip and Annual Inspection Procedures**



U.S. Department of Transportation  
Federal Transit Administration

Kansas Department  
of Transportation



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The views expressed in this video are those of the KU Transportation Center and do not necessarily reflect the views of the Federal Transit Administration or the Kansas Department of Transportation. The recommendations are intended only as general guidance to rural transit operators in the inspection and maintenance of their vehicles. Inspection procedures may vary according to each manufacturer and the specific vehicle.

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# TABLE OF CONTENTS

Chapter 1 Introduction .....	1-1
Types of Inspections.....	1-1
The Delivery Inspection .....	1-1
The Pre-Trip Inspection.....	1-2
The Annual Inspection.....	1-2
Importance of Conducting Inspections .....	1-2
Chapter 2 Delivery Inspection.....	2-1
Selecting a Vehicle .....	2-1
Agency Needs .....	2-1
Vehicle Options .....	2-1
State Purchasing Procedures.....	2-2
Preparing for the Arrival of Your Vehicle .....	2-2
Vehicle Delivery Checklist .....	2-3
Procedures For A Delivery Inspection .....	2-10
Chapter 3 Pre-Trip Inspection .....	3-1
Procedures For A Pre-Trip Inspection.....	3-2
Chapter 4 Annual Inspection .....	4-1
Procedures For An Annual Inspection.....	4-1
Chapter 5 Review .....	5-1

## List of Figures

Delivery Inspection Checklist.....	2-5
------------------------------------	-----

# Chapter 1

## Introduction

Rural and specialized transit providers transport our nation's most valuable resources---people. We offer communities more than just another means of transportation. We give the elderly, disabled and those without their own means of transportation an opportunity to take part in the world around them. Fortunately, these individuals are able to lead productive lives in part because of the services we provide. One way we can ensure that our passengers get to their destinations safely is to carry out preventative maintenance checks on our transit vehicles. As the old adage goes: "An ounce of prevention is worth a pound of cure."

The purpose of this handbook is to improve transit vehicle safety and performance by providing guidelines for inspection procedures, including delivery, pre-trip and annual inspections. Regular inspections are essential for maintaining passenger safety, service reliability, and increasing the life span of each vehicle operated by Kansas transit agencies.

### **Types of Inspections**

Proper vehicle maintenance requires the performance of three types of inspections: the delivery inspection, the pre-trip inspection and the annual inspection.

#### ***The Delivery Inspection***

The delivery inspection should occur when a vehicle is delivered by the manufacturer or the vendor. At this meeting, the agency should check to be sure that the delivered vehicle meets the prescribed specifications. Also, the manufacturer should give the vendor a "tour" of the new vehicle, as well as provide training on any unfamiliar

vehicle operations. Vehicles should not be accepted if they do not meet the requirements set forth in the specifications.

### ***The Pre-Trip Inspection***

The pre-trip inspection should be carried out on a daily basis before the vehicle is placed into service. Each day the driver or other qualified staff should walk around the vehicle to make sure that no new defects have arisen since the last time the vehicle was in service. It is imperative that the wheelchair lift be cycled each day prior to use. This daily check will significantly lessen the chances of roadside breakdowns.

### ***The Annual Inspection***

For any vehicles purchased with Federal Transit Administration funds or State funds, an annual inspection must be performed once a year by KDOT District Office maintenance personnel. This procedure may be routine to larger agencies with many vehicles. However, for small transit agencies or those agencies new to the program, the annual inspection may be difficult or somewhat intimidating. Familiarity with the scope of the inspection, consequences if the vehicle fails the inspection, and remedies if failure occurs should significantly improve inspection results. In addition, providing guidance to the agencies on annual inspection procedures will encourage agencies to more uniformly monitor regular pre-trip inspections as well as improve standardization of annual inspections across the state.

## **Importance of Conducting Inspections**

Because of recent changes in vehicle bidding procedures, Kansas rural and specialized transit providers have become increasingly responsible for inspection of vehicles at the time of delivery from the vendor, a responsibility that previously was assumed by KDOT personnel. Since it is an infrequent responsibility for most agencies, perhaps only once every five or six years, the delivery inspections have been a daunting task, particularly for smaller agencies. For persons not trained in how to conduct an

inspection, they risk missing essential operational components, then accept and pay for a vehicle which does not meet all the specifications.

# Chapter 2

## Delivery Inspection

### Selecting a Vehicle

Three components must be considered when selecting a vehicle: your agency's needs, vehicle options, and state purchasing procedures.

#### Agency Needs

In assessing what type and size of vehicle to purchase, several factors should be explored. First, how many passengers does your agency serve? Consider not only current needs, but also the potential for increased demand. What are the needs of your passengers? Here, characteristics such as age and disability should be noted. What are the road conditions the vehicle will travel? Whether urban, rural or a combination of the two, this aspect is important in determining what type of vehicle will help you meet the needs of your passengers. Finally, what can your agency afford to spend on a vehicle? There is no question about it---transit vehicles are expensive. You may find it necessary to save to purchase the vehicle you want.

#### Vehicle Options

One place to turn for information about what type of vehicle will best meet your needs is KDOT's Office of Public Transportation. KDOT examines new lines of vehicles every year and solicits courtesy bids from vendors whose vehicles exemplify the standards set by Kansas transit providers. Information on buying new vehicles may also

be obtained from the Community Transportation Association of America through their annual transit exposition or their web page on the Internet (<http://www.ctaa.org/>).

After checking with KDOT or other sources, transit agencies should contact the vendors directly for detailed information on their vehicles. This will help you to get to know the manufacturer better. Finally, consult with KDOT and other transit agencies about their experiences with vendors and their vehicles. A thorough background check will protect you from entering into a purchase which you might otherwise regret.

### **State Purchasing Procedures**

Kansas transit providers generally procure a vehicle in one of two ways--either through a capital procurement grant from the Kansas Department of Transportation or independently with other funding sources. The remainder of this article is geared toward agencies seeking capital procurement grants.

After receiving approval for funding from KDOT, a deadline for ordering a new vehicle is established. (This year the deadline was March 31; the deadline may vary somewhat each year). Your agency then places an order with the vendor that submitted the winning bid for the particular type of vehicle you selected. After placing your order with the vendor, contact KDOT to ensure that all necessary paperwork has been properly initiated. At this time, clarify any additional needs to the vendor. Modifications can be made only if they are clearly communicated by the purchaser in a timely manner.

## **Preparing for the Arrival of Your Vehicle**

After you have completed the necessary paperwork and placed your order with the vendor, you may think that your work is done. It's not. During this waiting period, it is important that the transit agency stays in regular contact with the vendor regarding the progress of the newly-ordered vehicle. Again, clarification of any modifications to the specifications should be stressed. Your new vehicle generally should be ready for delivery within the usual 120 days from the time the vendor receives the purchase order. If it cannot be built within this time frame, consult with the vendor regarding the expected date of delivery. Once the date of arrival has been set, notify KDOT of the pending delivery. As a final check, study the vehicle specifications and devise a list of questions regarding any unfamiliar operations. These preparations will ensure that no questions are left unanswered in the excitement of the new arrival.

The vehicle manufacturer is responsible for providing a safe vehicle with all equipment included in the bid specifications, for making sure that all equipment is in good working order and for demonstrating the operation of key elements on the vehicle such as switches, electric doors, wheelchair lifts and securement systems. As the purchaser, you are responsible for making sure that the manufacturer has met these responsibilities before you accept delivery of the vehicle. Developing a good working relationship with the vendor during the manufacture of the vehicle and at the time of delivery should contribute to acquisition of a vehicle that meets your service needs.

## **Vehicle Delivery Checklist**

A comprehensive delivery checklist will assist you in making sure that the manufacturer has complied all requirements of the vehicle specifications, that the vehicle is in good working order when you receive it and that you and your staff know how to operate the vehicle and its special equipment.

The delivery checklist on the following page is recommended for your use when receiving a vehicle from the manufacturer.

# DELIVERY INSPECTION CHECKLIST

## Walk Around

\* Some elements contained in this worksheet may not be applicable to your vehicle. Please make the modifications necessary to best meet your needs.

Code applies to: 1 - all vehicles  
 a - 12-passenger raised roof extended van  
 b - 13 and 20-passenger  
 c - Sedan/station wagon  
 d - minivan  
 L/R - l lift/ramp-equipped

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Check	Item	Instruction	Applies to:	Comments
	VIN Number	List:	1	
	Make	List:	1	
	Model	List:	1	
	Manufacturer	List:	1	
	Year	List:	1	
	General	-Visually check for en route damage, such as cracks and dents.	1	
	Interior Panel Fastening	-Visually inspect all interior panels and moldings for fit.	1	
	Windshield Wipers	-Verify operation of windshield wipers and washers; observe parked windshield wiper arms and blades.	1	
	Fuel Group	-Verify fuel tank is at least 1/4 full.	1	
	Radio	-Check to see if both AM and FM and cassette are operational.	1	
	Exterior Mirrors	-Verify mirror head is not less than 6" x 9". -Make sure that there are no cracks.	a, b	
	Lockout System	-Verify that the vehicle cannot be driven when the wheelchair lift door is ajar and the lift is deployed.	b, with l/r	
	Back Up Warning	-Verify by putting the vehicle in reverse and listening for the		

	System	buzzer.	1, except c
	Driver Controls	-Place the key in the off position; Verify that all circuits are off, excluding interior lights, stop lights and horn. -Turn the key on; Verify that all systems are on or may be switched on by the driver.	1 b
	Exterior Lighting	-Switch on; Verify that all lamps are illuminated according to indications on the switch. -Verify; When the door is open, lights should illuminate the street surface for a distance of 3 ft. Perpendicular to all points on the bottom step tread outer edge, lights located below the window level and shielded to protect the eyes of entering and exiting passengers.	1 b
	Interior Lighting	-Switch on all interior lights. Verify that all bulbs are illuminated by appropriate switches. -Verify that lights illuminate. -Immediately adjacent to drive when door is open shall have two foot candles of illumination.	1 1, except c and d
	Exterior Door	-Check that the electric door opens. -Check that the manual overdrive door open is a minimum of 29" x 76" -The door should be a 2 piece school-type split leaf with curb vision windows. -Verify that the door is capable from being locked from the outside and/or inside.	b 1
	Emergency Exit	-Check that the door can be opened from either inside or outside. -Warning buzzer should be operational when the ignition is on and the door is locked. -The inside operation handle is marked to indicate its location and operation. -Door opening at a minimum or 4'7" from the top of the floor. -Door should be labeled EMERGENCY DOOR with 2 inch high capital letters.	a, b, d b a, b, d
	Seat Belts	-Verify that each seat has a lap belt.	1
	Seating	-Passenger seating is the same color and material as the driver seat. -All seats face forward. -An arm rest on the aisle end of each passenger seat exists. -Track seating. -Passenger seats may be removed or jump seat may fold-up for wheelchair access. -A handrail is provided along the top of all passenger seats (at a minimum, aisle seats).	1 a, b a, b a, b 1, except a, c, d 1, except c,d
	Tires	-All season radial tires. -Spare tire mounted on a hub---loose inside the vehicle. -Carrier location shall not interfere with seating capacity, emergency exit or passenger movement.	1 b

	Steering	-Tilt -Power	1
	Air Conditioning	-Dash unit standard factory AC: -Auxiliary AC; Minimum 40,000 BTU 13 passenger vehicle, 52,000 BTU 20 passenger vehicle. -Fast idle switch; mounted out of the way so driver does not hit the switch when entering or leaving the vehicle. -Run air conditioner at low and high speeds for five minutes to ensure that the blower is operational.	1 b 1
	Heater	-Dash unit standard factory -Auxiliary; Minimum 42,000 BTU located in rear half of passenger area for 13 passenger vehicle. -Minimum 65,000 BTU located in rear half of passenger area for 20 passenger vehicle. -Run heater at low and high speeds for five minutes to ensure that the blower is operational.	1 1
	Roof Ventilator	-20 passenger vehicles are required to have 2 roof ventilators; This item is optional for 13 passenger vehicles. -Check to see if adjustable for fresh air ventilation in all directions -Release handle permitting emergency exit. Safety vent can be opened from inside/outside the vehicle.	b b
	Horn	-Check to see if horn functions.	1
	Emergency Equipment	-Fire extinguisher stored on mounting bracket. 16 unit first aid kit, blood borne pathogen kit, seat belt cutter, florescent triangle set and drag blanket.	1, except
	Handrails	-All shall be 1' 1/4" (minimum) diameter metal tubing and covered with impact absorbing material at least 3/8" thick. -Entrance handrails shall not be padded. -All shall permit sufficient turning and maneuvering space for wheel chairs/mobility aids. -Check to see that handrails have a minimum of 1' 1/2" knuckle clearance from nearest adjacent surface. -Located along the top of all passenger seats (Minimum aisle seats).	a,b  1, except c and d
	Stanchions	-Located on interior left side of the front passenger door approximately 14" inside the vehicle. Hand rail between stanchion and right wall approximately 30" above the floor. Modesty panel installed below horizontal handrail. -Located in the rear of the driver's seat at the edge of the aisle from a handrail shall extend from the stanchion to the side wall of the vehicle behind the driver's seat.	b
	Exterior Labeling	-Shall read GENERAL PUBLIC TRANSPORTATION (Section 18 vehicles only). Labeling 5" high (minimum) in contrasting upper case vinyl letters. Centered on both sides of the vehicle, below windows, if possible. -Both Sides of the vehicle must be labeled. -Rear door should be marked EMERGENCY EXIT in 2" high capital letters.	1 b

		<ul style="list-style-type: none"> <li>-Letter coloring should contrast with color of the vehicle.</li> <li>-Check spelling.</li> </ul>	1
	Labeling ADA	<ul style="list-style-type: none"> <li>-International Disabled Vinyl Decal:</li> <li>-6" x 6" outside bottom or wheelchair lift.</li> <li>-4" x 4" on interior windows designate each wheel-chair securement location.</li> <li>-One set of seats designated as priority seating for disabled.</li> <li>-Labeling shall be consistent with the background light-on-dark or dark-on-light.</li> </ul>	b
	Wheelchair Lift	<ul style="list-style-type: none"> <li>-Must meet ADA requirements:</li> <li>-Platform size: 32" wide x 48" (minimum)</li> <li>-Power unit-12 volt electric-hydraulic operated.</li> <li>-Hand pump for power failure.</li> <li>-Platform: Band of colors running the full width of the edge with contrasts from the lift surface.</li> </ul>	b with l/r
	Wheelchair Lift Door	<ul style="list-style-type: none"> <li>-Check to see that the door can be locked from the outside.</li> <li>-The lift should be located curbside.</li> </ul>	b with l/r
	Wheelchair Location	<ul style="list-style-type: none"> <li>-Check to see if number of locations match the purchase order.</li> <li>-The wheelchair location must be forward facing.</li> </ul>	b,d with l/r
	Wheelchair Restraint System	<ul style="list-style-type: none"> <li>-4 Point Belt Tie-Down/Track System:</li> <li>2 Ratchet Belts, 2 Cambuckle belts and 4 Snap-in track sections.</li> <li>-Track sections recessed below floor surface, wall mount for shoulder harness.</li> <li>-Safety Belts: Each wheelchair location is equipped with the pelvic-high lap belt and shoulder harness.</li> </ul>	b, d with l/r
	Engine Heater	<ul style="list-style-type: none"> <li>-Location shall be in a manner that the wiring will not contact hot engine parts.</li> <li>-Verify that the plug in is located on the outside of the front grill.</li> </ul>	1

## DELIVERY INSPECTION CHECKLIST

### Road Test

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Check	Item	Requirement	Applies to:	Comments
	General	-Observe any abnormalities in ride, brake, steering or handling of coach. -Verify mirrors, visors, and driver's seat maintain adjustment throughout the test.	1	
	Parking Brake	-Deploy parking brake. Verify that the parking brake indicator functions. -When the brake is deployed, the vehicle should not move. -Release parking brake. The indicator light should go off.	1	
	Door Controls	-Make sure that the doors open and close smoothly. -Verify that the seals around the doors and windows are air tight. -Check to see that the locks function.	1	
	Acceleration	-Verify that the vehicle smoothly accelerates and decelerates.	1	
	Windshield Wipers and Washers	-Verify that the mechanism is operational.	1	
	Cruise Control	-Verify that the mechanism is operational.	1	
	Interior Climate Control	-Verify that the blower is operational. -Test both the heater and the air conditioner.	1	

## Procedures For A Delivery Inspection

The following walk-around inspection will describe some key elements to look for when performing a delivery inspection.

1. Start inside the cab. Test the parking brake. Verify that the parking brake indicator functions and that the vehicle does not move when the brake is on.
2. Next, inspect the vehicle's mirrors. Verify that the buzzer system is activated when the vehicle transmission is engaged in reverse and continues while the vehicle is being backed.
3. Check the driver controls. Verify that when all circuits are off, the interior lights, brake lights and horn still work.
4. Now, you are ready to test the exterior lights. Have an assistant help inspect the brake lights, backup lights rear license plate lights, marker lights, turn signals and head lights. Verify that all lamps illuminate. Also, inspect the doorways, including where the lift is installed. When the doors open, the light should provide adequate visibility for safe operation.
5. Your van is equipped with one, two or even three wheelchair positions. Each restraint system must have 2 ratchet belts, 2 cam buckle belts and 4 snap-in track sections that complete the four point restraint system. Also, make sure that each wheelchair position is equipped with a pelvic-high lap belt and shoulder harness.
6. Each seat should also have a lap or shoulder-lap belt.

7. Emergency equipment is also aboard your vehicle. The equipment should include a fire extinguisher, 16 unit first aid kit, blood borne pathogen kit, seat belt cutter, flourescent triangle set and a drag blanket.
8. If your vehicle is required to have an emergency exit or emergency roof vent, make sure it can be operated correctly from both inside and outside. The roof ventilator is also an emergency exit which is adjustable for fresh air ventilation in all directions. The vent may be opened from the inside.
9. Now, inspect the wheelchair lift, if specified for this vehicle. It must meet the following ADA requirements: 1). The lift must be hydraulically-powered, with a hand pump for power failure, 2). The platform must be at least 32 inches by 48 inches, and 3). Decorated with a band of colors running the full width of the lift.  
  
Be aware that the wheelchair lockout system will not allow the lift to move without the parking brake being set.

A delivery inspection will ensure that the vehicle is safe and that passengers receive the kind of quality assurance they deserve.

# Chapter 3

## Pre-Trip Inspection

Being able to spot a potential problem with your vehicle can prevent many roadside breakdowns. That is why a pre-trip inspection of your vehicle should occur daily. These daily inspections require little time, and help prevent large repair costs. The following pages provide a pre-trip inspection checklist and a description of procedures to use when conducting the inspection.

## PRE-TRIP INSPECTION Checklist

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Check	Requirement	Instructions	Comments
	General	Walk around the vehicle to inspect the cleanliness of windows, body and mirrors.	
	Tires	Check the tread depth, pressure and over all condition of all tires.	
	License Plate	Make sure that the license plate is attached securely and clean.	
	Windows and Mirrors	Verify that windows and mirrors are not cracked or broken.	
	Reflectors	Check to see that reflectors are in good condition.	
	Lights	Turn on head lights and four-way flashers. Make sure that all lamps illuminate. Check the high and low beams on the headlights.	
	Leaks	Look for water, oil, gas or transmission fluid leaks under the vehicle. If a leak is detected, report it immediately.	
	Battery	Check the fluid level if battery is not maintenance free. Make sure that cable connectors are tight and clean off any corrosion.	
	Belts	Verify that belts are not cracked or worn.	
	Hoses	Look for leaks. If a leak is detected, report it immediately. Make sure that hoses are not spongy and lifeless, brittle or cracked.	
	Oil	Verify that the oil level is between add and full. Fill, if low.	
	Radiator Level	Check to make sure that the reservoir is filled to the appropriate level.	
	Windshield Washer Fluid Level	Full.	

## Procedures For A Pre-Trip Inspection

Begin your inspection with the engine turned off.

1. Walk around the vehicle to inspect the body for damages. Look for any dents or cracks in the windshield or mirrors that might exist. Is the vehicle leaning to one side. If so, there may be a problem with the suspension.
2. Look underneath the vehicle. Inspect the ground for leaks and the undercarriage for loose parts.
3. Start the engine. Turn on the headlights and the four-way flashers. This should turn on all exterior lights. Check to see that the dash lights are on and both the high and low beams on your headlights are working. Walk around the vehicle to check each lamp.
4. Check the condition of all tires including the spare. Look for cracks, bubbles or nicks in the tire and measure the tread depth and pressure of the tires. The amount of air carried may be found on the side walls.
5. After thoroughly examining the exterior, check under the hood. Begin by turning off the engine. If, during your inspection, you find any item requiring maintenance, report it immediately.
6. Now, inspect the batteries. Check the fluid levels unless the batteries are maintenance free. Look for loose cable connectors. Tighten if loose and look for corrosion on the post connectors.
7. Examine the belts and hoses. Remember the engine could be hot. When pushed in the middle between pulleys, any belt should not compress more than one-half inch. Twist the belt and look for cracks and excess wear. Rubber hoses need a similar test. Squeeze the hose. If any hose appears spongy, hard to squeeze, brittle or has cracks, report it immediately.
8. Fluid levels need to be measured. Make certain that the radiator fluid, oil, power steering and windshield washer fluid reservoirs are filled. The transmission fluid should be checked when the engine is warm.
9. The final stage of the pre-trip inspection takes place inside the vehicle. Inspect the inside of the vehicle for loose objects and cleanliness.
10. Make sure that seatbelts and safety restraints are available and functioning.
11. Inventory all equipment to make sure that it is not only in place, but also functional.
12. Cycle the lift. Pay special attention to the wheelchair securement system and how it operates. Double check safety barriers and make sure the lift runs smoothly throughout the entire cycle.

The pre-trip inspection will help ensure a long service life for your vehicle and fewer inconveniences for you and your passengers.

# Chapter 4

## Annual Inspection

The annual inspection is also an important part of the inspection process. This simple procedure, performed by the state department of transportation, will help ensure that your vehicles are safe and long lasting.

### Procedures For An Annual Inspection

The state inspector will be examining your vehicle for unusual wear and tear. In particular, the inspector will examine:

1. Brakes
2. Tires
3. Wheelchair lift (if equipped)
4. Lights
5. General engine condition.

While a physical examination will prove useful in determining the condition of your transit vehicle, other factors will also be considered. The safety of a vehicle may also be determined through an examination of maintenance records. These records include information regarding the dates of oil, filter and brake changes and any other maintenance work which has been performed on the vehicle. Problems commonly identified at the annual inspection include: oil leaks, wheelchair lifts needing repair, marker lights which do not function and even cracked windshields.

Copies of the regular maintenance log recommended by the Kansas Department of Transportation and a sample annual vehicle inspection checklist are included with this handbook. The regular maintenance log, or one similar to it should be kept on each vehicle to show routine maintenance conducted on the vehicle.

# Chapter 5

## Review

By performing thorough examinations of our vehicles upon delivery, prior to each trip and annually, we can prevent roadside breakdowns and lengthen the lives of our fleets. Most important, preventative maintenance checks will help ensure that the services we provide are safe and reliable.

KANSAS DEPARTMENT OF TRANSPORTATION  
EQUIPMENT INSPECTION

District \_\_\_\_\_  
Area \_\_\_\_\_  
Sub-Area \_\_\_\_\_

3 7506

DOT No. \_\_\_\_\_ Make \_\_\_\_\_ Type \_\_\_\_\_ Date \_\_\_\_\_

INSTRUCTIONS

Use left hand column to insure all applicable items are checked,   
Use right hand blocks ONLY to note items that need attention.

INSPECTION RATING:

- Safety Hazard = 1
- Needs Immediate Attention = 2
- Needs Attention = 3
- No Repairs Required = 4

UNIT CONDITION

- Code:
- New or like new = 1
  - Above Average = 2
  - Average = 3
  - Below Average = 4
  - Poor or Marginal = 5

VEHICLE HISTORY:

	Date	Hours	Miles
1. Operated to date *			
2. Last Inspection			
3. Lubrication			<input type="checkbox"/>
4. Oil Change			<input type="checkbox"/>
5. Last Tune-up			<input type="checkbox"/>
6. Last Service Check			<input type="checkbox"/>
7. Wheel Pack			<input type="checkbox"/>
8. Air Cleaner (dry)			<input type="checkbox"/>
9. Fuel Filter			<input type="checkbox"/>
10. Transmission Filter			<input type="checkbox"/>
11. Hydraulic Filter			<input type="checkbox"/>

- 31. Battery (level, bracket, terminals)
- 32. Belts (condition & tension)
- 33. Air Compressor & System
- 34. Engine (oil consumption & cleanliness)
- 35. Hood Latches & Hinges
- 36. Transmission (filters, level & leaks)
- 37. Differential (level & leaks)
- 38. U-joints & drive shaft
- 39. Hydraulic System (level & leaks)
- 40. Suspension (wheels, shocks & springs)
- 41. Exhaust System (leaks & manifold heat valve)
- 42. Hanging Wires or Hoses
- 43. Tandem case, all gear cases
- 44. Lights (incl. strobe & trailer connection)
- 45. Tires (wear & inflation)
- 46. General Condition of Body
- 47. Cleanliness
- 48. License Tag

INSPECTION:

- 12. Brake (park)
- 13. Glass (incl. window channels)
- 14. Mirrors
- 15. Seats (condition & Seat belts)
- 16. Heater & Defroster (motor & controls)
- 17. Windshield Wipers & Washer
- 18. Starter
- 19. Generator or Alternator
- 20. Horn
- 21. Back-up Warning Device
- 22. Air Conditioning
- 23. First Aid Kit
- 24. Fire Extinguisher
- 25. Reflectors or Fuses
- 26. Accident Instructions
- 27. Crankcase (oil level & leaks)
- 28. Radiator (cap, level, leaks)
- 29. Fuel System (leaks, etc.)
- 30. Power Steering (level & leaks)

RUN CHECK (if possible):

- 49. Engine (oil pressure & temp.)
- 50. Engine Condition
- 51. Steering
- 52. Clutch (pedal travel)
- 53. Transmission
- 54. Brakes (travel, level & leaks)
- 55. Panel Instruments
- 56. Control levers & cables
- 57. Auxiliary Equipment
- 58. Unusual Noises
- 59. Other:

Explain: \_\_\_\_\_

\* Record both where applicable.

Inspector's Remarks & Signature \_\_\_\_\_

Operator's Remarks & Signature/Supervisor's Signature \_\_\_\_\_

Area Superintendent/Shop Superintendent Remarks \_\_\_\_\_

Repair Ordered:

Eq. Repair Order No. \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Area Superintendent/Shop Superintendent

# CONTENTS

	PAGE
Motor Equipment Instructions .....	1-4
Supplies .....	5-7
Inspection Data.....	8
Lubrication Service Data .....	9-11
Engine Oil Change Service Data .....	12-13
Motor Tuneup and Emissions Serv. ....	14
Service Check Data.....	15
Wheel Bearing and Dry Air Filter.....	16
Fuel Filter Service Data.....	17
Trans. Filter and Oil Change Data .....	18
Hyd Filter and Oil Change Data .....	19
Antifreeze Data.....	20
Power Steering and Water Separator .....	21
Battery Replacement Data.....	22
Tire Data .....	23
Motor and Other Repair Data.....	24-26
Diesel Tuneup.....	27
Comments.....	28

KANSAS DEPARTMENT OF TRANSPORTATION

## EQUIPMENT MANUAL

### Care of Motor Equipment

DOT Number \_\_\_\_\_

Category \_\_\_\_\_

Make Vehicle \_\_\_\_\_

Type Vehicle \_\_\_\_\_

GVW Rating \_\_\_\_\_ Make Engine \_\_\_\_\_

Tag No. \_\_\_\_\_ Size Engine \_\_\_\_\_

VIN \_\_\_\_\_ Serial No. \_\_\_\_\_