

Ohio School Bus Inspection and Pupil Transportation



Daily Pre-Trip Inspections

Ohio Administrative Code: (3301-83-11)

C) Daily inspection of the school bus and motor van

It is the **responsibility** of each **school bus or motor van driver** to complete and document a daily pre-trip inspection of the school bus or motor van, on the day students are to be transported and before transporting students on that day. The school bus or motor van owner, operator, lessee, or designee may designate another qualified individual to complete and record portions of the stationary inspection in lieu of the school bus or motor van driver. Any defects **WILL** be reported in writing to the school bus or motor van owner or designee. It is the responsibility of the school bus or motor van owner to provide each driver with all inspection forms for reporting purposes, which document inspections that include the following:

Daily Pre-Trip Under Hood

Ohio Administrative Code

[Rule 3301-83-11 - Ohio Administrative Code | Ohio Laws](#)

- ▶ (1) Stationary inspection of the school bus
- ▶ (a) Pre-starting inspection:
- ▶ Raise the hood and visually check the safety latch or hinges, then check belts, hoses and wiring for frayed, cracked and/or deteriorated conditions.



Daily Pre-Trip Exterior inspection

- ▶ (i) Tires: underinflated, flat, evidence of oil on wheels and tires, excessive wear (tread depth) or damaged.
- ▶ (ii) Wheels: loose or missing nuts, damage, and rear mud flaps.
- ▶ (iii) Battery compartment (secure and no loose connections).
- ▶ (iv) Observe the bus for evidence of oil, fuel, or coolant leaks and vandalism.
- ▶ (v) All school bus windows should be clean.
- ▶ (vi) All outside mirrors: clean, mounted securely and not cracked or broken.
- ▶ (vii) Warning systems: headlights (high/low beam), brake lights, backup lights and alarm, clearance and marker lights, all signals and signs, reflectors, turn signals, stop lights and warning flashers clean and working properly.
- ▶ (viii) Exhaust system: visually check for leaks and proper support.
- ▶ (ix) Fuel tank secure - visually inspect for damage.
- ▶ (x) Exits: check service and emergency doors for ease of operation and verification that lights and alarms are operating properly.
- ▶ (xi) Check wheelchair lift operation, (if installed).



Daily Pre-Trip Interior Inspection

- (i) Check service door steps and handrail.
- (ii) Check driver's seat and seat belt.
- (iii) With the engine running check or inspect the following instruments and controls:
 - (a) Warning lights, if installed:
 - (i) Oil pressure warning light.
 - (ii) Service brake warning light.
 - (iii) Alternator warning light.
 - (iv) Ampmeter and/or voltmeter, if applicable.
 - (v) Water temperature gauge or warning light.



Daily Pre-Trip Interior cont...



(b) Indicator lights.

- (i) Amber warning light
- (ii) Red warning light
- (iii) Red over-ride switch
- (iv) Indicator lights.
- (v) Head light high beam
- (vi) Panel lights.
- (vii) Left and right turn signal indicators.
- (viii) Hazard indicators.
- (ix) Strobe indicator light.

(c) Horn.

(d) Mirrors properly adjusted, sunshade mounted and not broken.

(e) Wipers and washer fluid.

(f) Heaters, fans and defrosters.

(g) Dome lights.

Daily Pre-Trip Passenger Compartment



k) Check passenger seats, frames, emergency exits, windows, and adaptive equipment needed for the transportation of pre-school and special needs students.

Daily Pre-Trip Emergency Equipment



(1) Check emergency equipment: first-aid kit, fire extinguisher and emergency reflectors.



What to do after a pre-tip?

No defects found

- School bus can be used for route.

Defects found

- Notate defects on pre-trip inspection form.
- Notify mechanic and have him correct defect before leaving if able or take spare bus till it can be fixed.
- Notify supervisor if necessary.

**Under no circumstances should a bus with Out of Service defects be used for pupil transportation!!!
The safety of our kids is priority!**

If you knowingly operate a school bus with OOS defects you can be held civilly liable for any incident that occurs. You can also be charged criminally for child endangerment.

Safety Procedures

Ohio Administrative Code: (3301-83-12)

- (1) Alternately flashing amber lamps are to be used to warn motorists that the bus is stopping to take on or to discharge passengers. They are to be activated approximately three-hundred feet prior to a stop whenever practical.
- (2) Alternately flashing red lights and a stop sign are to be used to inform motorists that the bus is stopped on the roadway to take on or discharge passengers.
- (3) Bus drivers are to only activate amber and red visual signals, and extended stop warning signs in accordance with section [4511.75](#) of the Revised Code.
- (4) Before receiving or discharging pupils, the bus will be driven to the right side of the paved or traveled portion of the roadway and brought to a full stop.
- (5) School buses operating on divided highways or highways with four or more traffic lanes are to receive and discharge passengers on the passenger's residence side of the highway in accordance with section [4511.75](#) of the Revised Code.
- (6) The bus will stop along the driveway entrance or along the curb when receiving or discharging passengers with special needs that require the use of special equipment.

Safety Procedures

(7) The parking brake is to be set at all stops whenever pupils are being received or discharged unless the vehicle has an interlock device approved by the state highway patrol.

(8) The transmission is to be placed into park if available, and if not, into the neutral gear for both manual and automatic transmissions.

(9) The driver is to use an approved hand signal and eye contact with students outside the bus at any stop where students are in the process of loading and unloading.

(10) The driver will ensure students to be discharged remain seated until the bus comes to a complete stop.

(11) The driver will not move the bus until after a passenger has reached a designated place of safety on the passenger's residence side of the road in accordance with section 4511.75 of the Revised Code or is safely seated behind the barrier.

(12) The bus driver is to be the only operator of the service entrance door. The driver will not load or unload pupils until it is safe to do so.

(13) The door will remain in a securely closed position while the bus is in motion.

ORC 4511.75 (Red Runner)

[Section 4511.75 - Ohio Revised Code | Ohio Laws](#)

Who do we report these violations to?

What is done after we report them?

What information do we need for a conviction?

What is a school bus driver's responsibility?

Child endangerment

ORC 2919.22

(A) No person, who is the parent, guardian, custodian, person having custody or control, or person in loco parentis of a child under eighteen years of age or a child with a mental or physical disability under twenty-one years of age, shall create a substantial risk to the health or safety of the child, by violating a duty of care, protection, or support.

Crash Reporting Cont.

In the event of a crash, conduct the following:

- 1.) Check on all pupils on board.
- 2.) Follow procedures within school policy.
- 3.) Notify law enforcement agency of any property damage and or injuries.
- 4.) Contact Ohio State Highway Patrol for school bus crash inspection within 48 hours. (OAC 3301-83-22) Failure to report any damage can result in citation to driver.
- 5.) Notify Ohio Department of Education in writing (T-10 report) within 15 days, if school bus damage is \$1,000 or more, injury related, or fatality.

Reporting Damage

3301-83-14 Records and Reports

G) Vehicle accident data:

(1) Report T-10 accident data electronically to the department of education and workforce, and submit a copy by email to the Ohio state highway patrol at: adlcs@dps.ohio.gov, for any school bus or motor van accident that results in a fatality, an injury, or vehicle or property damage in excess of one thousand dollars. Accident data will be submitted within fifteen days of the accident or occurrence.

(2) The Ohio state highway patrol is to be notified within forty-eight hours of when any school bus, or other vehicle authorized in rule 3301-83-19 of the Administrative Code for pupil transportation, is involved in a motor vehicle accident involving injury or property damage.

(3) For purposes of this rule, "accident" has the same meaning as in paragraph (B) of rule 4501-31-01 of the Administrative Code.

Crash Information Needed for Occupants of School Buses

First Name, Last Name and Middle Initial

Date of Birth

Age

Gender

Address

Contact Phone Number

School Bus Related Crash Causes

Improper Backing

Failure to Yield

Left of Center

Drove off Road

Assured Clear Distance Ahead



Questions?