

STANDARD OPERATING PROCEDURES

PRE-PULLOUT CHECK

Listed in this folder are the items that must be checked before pulling a bus from the station.

If any item is not in safe or proper condition, the defect must be reported immediately to garage personnel, unless otherwise noted in this folder.

METROPOLITAN

TRANSIT



CHECKING EXTERIOR OF BUS

1. On an air ride bus, as you approach check that the bus body is level and the wheel housings are clear of the wheels.
2. Check that no one is working under the bus.
3. Check that there are no flat tires.
4. Check for damaged body or lights.
5. Check that compartment doors are closed and latched.
6. Check that hubodometer is not damaged.
7. On a trolley bus:
 - a. Check that the M.G. and control switches are off before putting up trolley poles.
 - b. Check that trolley poles and retrievers are working and that ropes are in good condition (leave trolley poles up).
8. On a propane bus, check that the fuel shut-off valve is open completely (Turn counter-clockwise).
9. Check that advertising frames are secure.

CHECKING INTERIOR OF BUS

1. Check that front steps have no tripping hazards.
2. Check that there is a fare box.
3. Check that there is a fire extinguisher and that the seal is not broken (no fire extinguisher on trolley buses).
4. Check that handbrake is set.
5. Check that shift selector handle is in neutral.
6. Start engine and with engine at 1/3 throttle, set fast idle (on a trolley bus, turn on M.G. and control switches).
7. Check oil pressure (5-20 lbs. on gauge or red light out and buzzer stopped).
8. Check generator (red light out).
9. Check that Master door switch is on.
10. Check that the butterfly valve is on.
11. Turn on all switches.
12. Check that all lights operate.
13. Check turn signals and distress signals.

14. Check that headlight "High Beam" is off (red "high beam" light out).
15. Check that fare box light is on. On Q, K, or Grant fare boxes, activate the box to check that it is working.
16. Check that heaters and defrosters are working if weather warrants it.
17. Check that air conditioner is working if weather warrants it.
18. Check that there is a transfer bag (if missing, do not report to garage personnel. Enter on sign-in sheet later).
19. Check that there is a broom (if missing, do not report to garage personnel. Enter on sign-in sheet later).
20. Check that the front door opens and closes properly.
21. Check that light over rear door comes "on" with door control handle set (leave handle in set position).
22. Check that rear door accelerator interlock is working (accelerator pedal hard to depress).
23. While walking through bus, check the following:
 - a. No tripping hazards on floor.
 - b. Seats clean of grease or water; no large cuts, no protruding screws.
 - c. Grab rails clean of grease; no protruding screws.
 - d. No broken windows; windows closed in inclement weather.
24. Check that rear steps have no tripping hazards.
25. Check that the rear exit doors open and close properly.
26. Check that rear exit door passenger's emergency release valve is working.
27. Check that door sensitive edge is working (not on push-type doors).
28. Check that passengers' buzzer signal is working.
29. Check that emergency door is latched and that alarm device is working.
30. Check destination and route signs.
31. Check that front door passenger's emergency release valve is working.

32. Check horn.
33. Check that wing nuts on money tray will tighten.
34. Check air pressure (75-120 lbs. on motor bus, 65-120 lbs. on trolley bus, or red indicator light out and buzzer stopped).
35. Check that windshield wipers are working.
36. Adjust seat.
37. Adjust mirrors and check that they are tight.
38. Check "Closing Reading of Fare Box" card against fare box readings (if readings are not the same, verify your reading with sign-up man, garage foreman, or station clerk).
39. Before leaving garage or yard, make a test stop to determine that brakes are functioning properly.