

# 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 propane bus, check that the fuel shut-off valve is open completely (turn counter-clockwise).
8. 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, that it has a cash box, and that the seals are intact.
3. Check that there is a fire extinguisher and that the seal is not broken.
4. Check that handbrake is set.
5. Check that shift selector handle or transmission selector switch is in neutral position.
6. Start engine and with engine at  $1/3$  throttle, set fast idle (on buses equipped with "Fast Idle" switch, place "Fast Idle" switch in "Fast Idle" position).

NOTE: For complete instructions on starting the engine on Series 1000 buses, refer to Standard Operating Procedures folder, "Operating Procedures, Series 1000 Buses."

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. Depress the dump lever to check that it is working.
16. Check that heaters and defrosters are working if weather warrants it.  
NOTE: For complete instructions on operating the heating system on Series 1000 buses, refer to Standard Operating Procedures folder, "Operating Procedures, Series 1000 Buses."
17. Check that there is a transfer bag (if missing, do not report to garage personnel. Enter on sign-in sheet later).
18. Check that there is a broom (if missing, do not report to garage personnel. Enter on sign-in sheet later).
19. Check that the front door opens and closes properly.
20. Check that light over rear door comes "on" when door control valve lever is placed in one of the "rear doors unlocked" positions (leave lever in this position).
21. Check that rear door accelerator interlock is working (accelerator pedal hard to depress).
22. 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.
23. Check that rear steps have no tripping hazards.
24. Check that the rear exit doors open and close properly (after checking, return to front of bus and place door control valve lever in one of the "rear doors closed and locked" positions).
25. Check that rear exit door passenger's emergency release valve is working.
26. Check that rear exit door safety alarm device is working.
27. Check that passengers' buzzer signal is working.
28. Check that emergency door is latched and that alarm device is working.
29. Set destination and route signs.
30. Check that front door passenger's emergency release valve is working.

31. Check horn.
32. Check air pressure (80-120 lbs. or red indicator light out and buzzer stopped).
33. Check that air conditioner is working if weather warrants it (five minute warm up period must have elapsed since the engine was started, engine must be at low idle, air pressure must be at least 80 lbs. and engine oil pressure must be less than 15 lbs.).  
IMPORTANT: Keep windows and front outside air intakes closed and do not leave doors open any longer than necessary.  
NOTE: For complete instructions on operating the air conditioning system on Series 1000 buses, refer to Standard Operating Procedures folder, "Operating Procedures, Series 1000 Buses."
34. Check that windshield wipers are working.
35. Adjust seat.
36. Adjust mirrors and check that they are tight.
37. Set your run number at the windshield. If the bus is equipped with a radio:
  - a. Set your run number in the control box.
  - b. Check radio equipment for any physical damage.
  - c. Check that blue "transmit" light is not on.
38. Before leaving garage or yard, make a test stop to determine that brakes are functioning properly.