SAMPLE MAINTENANCE SHEET

BUS

Description of Vehicle

Make	Model	Location of vehicle	Owner

Year	Licence plate No.	Unit No.

VIN

Preventative maintenance

Day/Month/Year Date	Km reading	Labour time

Type of vehicle

◯ Intercity bus　◯ School bus　◯ City bus

Other:

Next preventative maintenance

Day/Month/Year Date	Km reading	Labour time

Components to be inspected every 6 months*

1. Inside the vehicle

a. accessories

	Complies	Does not comply
1. anti-slip surface (steps, passageway)	◯	◯
2. entrance, exit, emergency exit	◯	◯
3. emergency exit signs	◯	◯
4. emergency exit warning or indicator lights	◯	◯
5. safety padding	◯	◯
6. windshield	◯	◯
7. inside sun visor	◯	◯
8. side windows, rear window	◯	◯
9. inside rearview mirror	◯	◯
10. seats and benches	◯	◯
11. seat belt	◯	◯
12. wheelchair tie-down device	◯	◯
13. chemical fire extinguisher	◯	◯
14. first-aid kit	◯	◯
15. air bags (condition, indicator light)	◯	◯
16. indicator lights (working order)	◯	◯
17. luggage racks	◯	◯
18. steps and floor of the passenger compartment	◯	◯

b. with engine running

	Complies	Does not comply
1. steering wheel (play)	◯	◯
2. engine start out of gear	◯	◯
3. accelerator control	◯	◯
4. clutch control	◯	◯
5. braking control	◯	◯
6. pressure gauge (brakes)	◯	◯
7. air compressor (performance)	◯	◯
8. warning buzzer and lights	◯	◯
9. service brakes	◯	◯
10. emergency and parking brakes	◯	◯
11. travel of brake pedal	◯	◯
12. windshield wipers (working order)	◯	◯
13. windshield washer (working order)	◯	◯
14. heater system, defroster	◯	◯
15. speedometer, odometer	◯	◯
16. instrument panel lighting	◯	◯
17. interior lights (steps, passageway)	◯	◯
18. horn	◯	◯
19. daytime running lights	◯	◯
20. high beams	◯	◯
21. low beams	◯	◯

	Complies	Does not comply
22. turn signal lights	◯	◯
23. brake lights	◯	◯
24. flashing red lights (school bus)	◯	◯
25. alternately flashing yellow lights (school bus)	◯	◯
26. alternately flashing red lights (school bus)	◯	◯
27. parking lights	◯	◯
28. licence plate lights	◯	◯
29. hazard warning lights	◯	◯
30. backup lights	◯	◯
31. clearance lights	◯	◯
32. identification lights	◯	◯
33. all reflectors	◯	◯
34. retractable stop sign	◯	◯
35. crossing control arm	◯	◯
36. automatic door-opening system	◯	◯
37. brake release override mechanism	◯	◯

c. with engine off
(power-assisted hydraulic brake system)

	Complies	Does not comply
1. working order of power-assisted system (air brake system)	◯	◯
2. pressure loss (when brakes are applied)	◯	◯
3. pressure loss (after brakes applied 1 minute)	◯	◯

2. Around the vehicle

a. cab-body

	Complies	Does not comply
1. doors	◯	◯
2. outside rearview mirrors	◯	◯
3. windshield wipers (blades)	◯	◯
4. fenders, body	◯	◯
5. hood, safety latch	◯	◯
6. front tires (condition, pressure)	◯	◯
7. wheels, valves	◯	◯
8. bolts, nuts, fasteners	◯	◯
9. wheel bearing	◯	◯
10. mudguard	◯	◯
11. wheelchair ramp, lift	◯	◯
12. fuel tank and fasteners	◯	◯
13. coupling device	◯	◯
14. fuel tank panel and filler cap	◯	◯
15. valid sticker (LPG engine)	◯	◯

* Mechanical inspection must be carried out in accordance with the *Road Vehicle Mechanical Inspection Guide* (standards, procedure).

* **6 months =** Minimum by law. As it is important that vehicles be in proper running order at all times, the frequency of maintenance should be in keeping with vehicle use.

3. Under the hood

a. general

	Complies	Does not comply
1. air compressor	○	○
2. filter of air compressor	○	○
3. alcohol evaporator or air dryer	○	○
4. belts	○	○
5. electric pump (brakes)	○	○
6. engine supports	○	○
7. batteries	○	○
8. fuel system	○	○
9. master cylinder	○	○
10. fluid level	○	○
11. column (anchorage and safety mechanisms)	○	○
12. column (couplings, bearing)	○	○
13. rack and pinion	○	○
14. power steering	○	○
15. steering box	○	○
16. windshield washer fluid (level)	○	○
17. exhaust manifold	○	○
18. cylinders of steering system	○	○

4. Underneath the vehicle

a. steering

	Complies	Does not comply
1. lower cross rod	○	○
2. pitman arm	○	○
3. steering arm	○	○
4. knuckle arm	○	○
5. king pin (play)	○	○
6. tie rods	○	○
7. adjusting sleeve	○	○
8. ball joint	○	○
9. drag link	○	○
10. idler arm	○	○

b. suspension (front and rear)

	Complies	Does not comply
1. torsion bar	○	○
2. stabilizer bar	○	○
3. suspension arm (upper, lower)	○	○
4. springs	○	○
5. centre bolt	○	○
6. brackets	○	○
7. MacPherson struts	○	○
8. equalizing beams, saddles	○	○
9. axles	○	○
10. level valve	○	○

	Complies	Does not comply
11. shock absorbers	○	○
12. brackets	○	○
13. master spring leafs	○	○
14. U-bolt clamps	○	○
15. fasteners	○	○
16. spring shackles	○	○
17. air suspension, air springs	○	○
18. rubber pads	○	○
19. brake cylinder	○	○
20. slack adjuster	○	○
21. camshaft	○	○

c. chassis frame

	Complies	Does not comply
1. side rails, cross members	○	○
2. joists	○	○
3. body attachments	○	○
4. bumper mounts	○	○
5. transmission supports	○	○
6. muffler and shield	○	○
7. exhaust pipe	○	○
8. fasteners, brackets	○	○
9. clamps, flanges	○	○
10. catalytic converter system	○	○
11. drive shaft	○	○
12. drive shaft support (school bus)	○	○
13. rigid and flexible tubing (brakes)	○	○
14. rigid and flexible fuel lines	○	○
15. floor	○	○
16. spare wheel	○	○

5. Braking system

a. components net yet inspected

	Complies	Does not comply
1. disks and drums	○	○
2. wheel cylinder, calipers	○	○
3. brake linings (measurement)	○	○
4. air reservoirs	○	○
5. distributor valves	○	○
6. brake levers	○	○
7. power brakes	○	○

6. Other

Any other component (not covered by the Regulation) that the owner wants to add to the preventative maintenance sheet.

○ Defects were noted following inspection

○ No defects were noted following inspection

Signature	Day/Month/Year Date

Comments regarding components that do not comply with the regulation

Codes	Comments	Work order No.