



Vehicle Maintenance - Bus

A reference guide assembled
to help your company
establish or refine a bus
maintenance program and
get truckin'.

2024

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Vehicle Maintenance - Bus

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Preface/Disclaimer

Vehicle Maintenance – Bus

This document contains resources provided by Jay Johnson & Associates, LLC. It is not designed as a standalone compliance manual on the topic of Vehicle Maintenance - Bus but as a reference resource.

It is not a legal or official document. The information contained herein provides a basis from which a carrier can reference and use as an informational guide for setting up internal processes and programs. For questions or more information, consult the official agency with jurisdiction, or contact the Jay Johnson & Associates, LLC team.

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Welcome to our Vehicle Maintenance Bus Resource Guide for passenger carriers created and organized by Jay Johnson & Associates, LLC. In it, we cover a high-level overview of the DOT requirements and CHP requirements.

We created this resource for management teams with maintenance responsibility or oversight to help your company establish or refine a compliant Bus maintenance program and get Busin'. It addresses maintenance intervals and daily maintenance requirements. Further, it provides guidance on the record retention requirements and the 90-day emergency exit inspections.

This resource guide contains current forms from the FMCSA and CHP to ensure you have everything you need.

Safety in service, excellence in compliance—your bus's best ally is Jay Johnson & Associates, LLC.

Helpful Resource Links

<p>Compliance</p> <p>https://jjassociates.us/</p>	<p>Have all the details of compliance left you lost? Safety compliance is what we do. Contact us today so we can lead you to be a compliant carrier.</p> 
<p>DOT/ INTERSTATE</p>	
<p>FMCSA Unified Registration System (URS)</p>	 <p>Motor carriers use the FMCSA Unified Registration System to register their businesses for interstate commerce in the U.S legally.</p>
<p>Updating Your Registration or Authority</p>	<p>You are required to update your authority information when changes within your company occur, and at minimum biennially. This site will explain how to do the update.</p> 
<p>Request a PIN Number</p>	 <p>Lost your DOT PIN? Use this link to request your DOT PIN be emailed or mailed to you.</p>
<p>The FMCSA Motor Carrier Safety Planner FMCSA Safety Planner Forms Library</p>	<p>This online guide provides explanations and templates to help understand and comply with federal safety regulations. The Safety Planner provides forms and templates that can/should be used by a carrier.</p> 
<p>Resources for Passenger Carrier Companies</p>	 <p>Information for Passenger Carrying companies. Resources include safety information, registration requirements, and regulation information.</p>
<p>FMCSA Drug and Alcohol Clearinghouse</p>	<p>The Clearinghouse checks are required for all CDL drivers. Here are the instructions. See the dropdown menu on the site for informational resources.</p> 
<p>DOT Safety and Fitness Electronic Records (SAFER) System</p>	 <p>The Safety and Fitness Electronic Records (SAFER) System offers company safety data to the public. The “Company Snapshot” is a comprehensive overview of the information the FMCSA has for the company.</p>
<p>Unified Carrier Registration Plan (UCR)</p>	<p>Companies involved in interstate travel must pay an annual registration fee based on the total number of vehicles in their fleet. This is the site to register and pay your annual dues.</p> 
<p>International Fuel Tax Association Inc. (IFTA)</p>	 <p>Companies involved in interstate travel must pay annual fees based on the redistribution of fuel taxes paid by interstate commercial carriers.</p>

International Registration Plan, Inc. (IRP)	 <p>As an interstate carrier there are fees that are based on the distance traveled within each state. This is the registration site.</p>
Department of Motor Vehicles	
DMV Motor Carrier Permit Application	<p>Operate in California? You need a Motor Carrier of Property Permit. This application can be done on paper or online at the DMV website.</p> 
DMV Employer Pull Notice Program	 <p>In California, an MVR is not enough. You must be registered in the Employer Pull Notice Program. A pull notice is generated annually and when there is activity.</p>
CHP/ California - Intrastate	
CHP Commercial Vehicle Section	<p>Guide to helpful information, division contact information, and resources provided by the CHP.</p> 
CHP Carrier Inspections Results	 <p>This site offers company safety data to the public regarding CHP BIT inspections.</p>
California Vehicle Code	
California Vehicle Code	<p>This link to the California Vehicle code contains information about traffic laws in California.</p> 
Title 13 California Code of Regulations	
Title 13 California Code of Regulations	 <p>This link to the Title 13 California Code of Regulations contains information about motor vehicle regulations in California.</p>
Title 49 Code of Federal Regulations	
Title 49 Code of Federal Regulations	<p>This link to the Title 49 Code of Federal Regulations contains information about federal motor vehicle regulations.</p> 
PHMSA	
Pipeline and Hazardous Materials Safety Administration	 <p>The PHMSA website will provide information regarding your placarding, education, and permit requirements for hazmat.</p>

Vehicle Maintenance Program Outline (Bus)

Daily Vehicle Inspections

Daily vehicle inspections shall be completed every day the vehicle is dispatched.

The inspections shall be turned into the mechanic at the end of the drivers shift for review.

If a defect was discovered and is a potential safety concern the mechanic shall place the vehicle out of service until repairs are made. If the mechanic determines the repairs are not a critical item, it shall be noted on the daily vehicle inspection form.

If a defect is discovered on a daily inspection and repaired, the mechanic shall sign and date the daily inspection form in the appropriate location, certifying the repairs were made and the vehicle is safe for operation on road.

These records shall be retained for at least three months.

45-Day Safety Inspections

Each vehicle shall be inspected at least every 45-days. No vehicle shall exceed the 45-day safety inspection period, unless the vehicle has been placed out of service, in which case the vehicle shall be inspected prior to dispatch.

45-day safety inspections shall be recorded on the CHP 108A form (or similar).

All defects discovered during the inspection shall be recorded regardless of severity.

Vehicles shall be positively identified on the inspection form by license plate number, VIN number, vehicle number and mileage.

90-day Emergency Exit Inspections shall also be performed and recorded on that required inspection form for passenger carrying vehicles.

The date and signature of qualified inspector is required upon completion of each inspection.

These records shall be retained for at least 12 months.

Lubrication and Preventative Maintenance Services

Lubrication service intervals are determined by the carrier. (Ex. Vehicle serviced every 7,500 miles or Vehicle serviced every 6 months.) Once the interval is determined by the carrier they are required by State and Federal regulation to adhere to the interval chosen.

The CHP 108A (or similar form) may be used for documenting these services as well. In the documentation the phrase "next service due" and the mileage or due date should follow.

All services completed shall be documented (Ex. Oil changed, transmission serviced, tires rotated and so on).

Vehicles shall be positively identified on the maintenance record by license plate number, VIN number, vehicle number and mileage.

These records shall be retained for at least 12 months.

Repair Records

All repairs shall be documented on the CHP 108A form (or similar).

(Ex. 5/21/19, Mileage 154,332 – Replaced windshield wipers, added 1 qt. of 10w30 engine oil and replaced left side brake lamp. See attached invoice and parts receipt).

The vehicle shall be positively identified on these forms as well as date and mileage.

These records shall be retained for at least 12 months.

Record Keeping

If a vehicle defect is discovered during any of the inspections, the maintenance records shall contain at a minimum the following;

- Record of repair (including date and mileage)

- Record of parts replaced

- Receipts for parts and/or labor

- Invoices from dealership or repair shop

- Any documentation related to the repair

Any person should be able to open the maintenance records and be able to follow the paper trail of repairs. For example:

Let's say during a 45-day safety inspection of bus #101, an inoperative head lamp was discovered. Upon opening the maintenance file for this vehicle, I should see:

- The most recent 45-day inspection where the inoperative head lamp was discovered

- A receipt from the auto parts store for a head lamp with bus #101 written on it

- A written record of the repair being completed on the CHP 108A, with date and mileage

- A company invoice with parts and labor noted, as well as the vehicle positively identified

Be detailed, use part numbers, filter numbers quantity of fluids added, air pressures, tire sizes. Not only will this ensure safe vehicles on the roadways but at the end of the year you can calculate precise cost of maintenance for each and every piece of equipment.

INSPECTION PROCEDURE

HAVE ALL DEFECTS CORRECTED BEFORE DEPARTURE

1. Approaching vehicle note general condition. Look for leakage of water, fuel or lubricants under vehicle.
2. Under hood check water and crankcase levels. Check fan and compressor belts for cracks and excessive slack and wear. Note general condition of engine space.
3. Start engine and set at fast idle for warm-up. Check for abnormal engine noise. Check gauges for normal readings (pilot lights, if equipped), "LOW AIR" warning should operate if air pressure is below 60 pounds. Anti-lock warning light should light briefly and then go out (vehicles with operable anti-lock).
4. Check emergency equipment, horn(s), windshield wipers. Turn on all lights including 4-way flasher switch for turn signals. Check steering wheel action.
5. Leave cab to check headlights and turn signals. Switch headlights on and check both beams, then turn off headlights only. Leave all other lights on.
6. Check front clearance and identification lights.
7. Check left and right front wheels, tires, lugs or studs. Check for leaks around hubs.
8. Check right side of cab, door, mirrors, etc. and check lights and reflectors along right side as inspection progresses.
9. Check right rear tractor tires, wheels, lugs or studs. Note any thrown lubricant.
10. Check trailer light and brake lines for secure connections. Be sure manual petcocks are open. Be sure lines are properly secured to prevent entangling or chafing.
11. Check hook-up: fifth-wheel, jaws, release lever on tractor-trailer, pintle hook, towbar, safety chains, converter gear on full-trailer unit.
12. Check right trailer tires, wheels, lugs or studs. Check for thrown lubricant.
13. Check rear of body, mudflaps, rear light (clearance and identification, stop, tail, turn signals), rear reflectors, rear end protection.
14. Check left trailer tires, wheels, lugs or studs. Check lights and reflectors on left side as inspection progresses.
15. Check left rear tractor tires, wheels, lugs or studs. Check for thrown lubricant.
16. Re-enter cab. Re-check all gauges. Air pressure should be at maximum.
17. Check parking brake.
18. With fully-charged system, check air brakes as follows:
 - a) Be sure Trailer Air Supply valve is "in" and that trailer brake air system(s) are charged. Apply and release brakes with treadle valve.
 - b) Pull out Trailer Air Supply valve to check manual application of trailer brakes.
 - c) Reduce air pressure by rapid application and release of treadle valve. "LOW AIR" warning should operate when primary needle reaches 60 psi. Brakes should apply automatically when secondary needle reaches a point between 45 and 20 psi.
 - d) Recharge trailer air system to check for leaks. With engine idling, apply treadle valve and hold for 1 minute. After initial drop of 5-10 psi, air pressure should not drop more than 4 psi. If audible leaks or rapid pressure drop are noted, have repairs made before departure.
19. Turn-off 4-way flasher and actuate left and right turn signals. Proper operation of turn signals can be ascertained by checking front ones.
20. Make a test stop before leaving yard. Drain air tanks daily. Check tires twice daily or every 100 miles.
21. Use this form to report vehicle condition at end of run.
22. A copy of the last inspection report shall be carried with the power unit.
23. The motor carrier shall retain the inspection report for at least 3 months.

DON'T FORGET

- FASTEN YOUR SEAT BELT • CHARGE TRAILER AIR RESERVOIRS.
- FOR HAZARDOUS MATERIALS – CHECK PLACARDS AND SHIPPING PAPERS.

Driver's Vehicle Inspection Report

Check Any Defective Item and Give Details Under "Remarks."

DATE: _____

TRUCK/TRACTOR NO. _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Air Compressor | <input type="checkbox"/> Horn | <input type="checkbox"/> Springs |
| <input type="checkbox"/> Air Lines | <input type="checkbox"/> Lights | <input type="checkbox"/> Starter |
| <input type="checkbox"/> Battery | Head – Stop | <input type="checkbox"/> Steering |
| <input type="checkbox"/> Brake Accessories | Tail – Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brakes | Turn Indicators | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Carburetor | <input type="checkbox"/> Mirrors | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Muffler | <input type="checkbox"/> Wheels |
| <input type="checkbox"/> Defroster | <input type="checkbox"/> Oil Pressure | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Drive Line | <input type="checkbox"/> On-Board Recorder | <input type="checkbox"/> Windshield Wipers |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Radiator | <input type="checkbox"/> Other |
| <input type="checkbox"/> Fifth Wheel | <input type="checkbox"/> Rear End | |
| <input type="checkbox"/> Front Axle | <input type="checkbox"/> Reflectors | |
| <input type="checkbox"/> Fuel Tanks | <input type="checkbox"/> Safety Equipment | |
| <input type="checkbox"/> Heater | Fire Extinguisher | |
| | Flags-Flares-Fusees | |
| | Spare Bulbs & Fuses | |
| | Spare Seal Beam | |

TRAILER(S) NO.(S) _____

- | | | |
|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Chains | <input type="checkbox"/> Lights – All | <input type="checkbox"/> Wheels |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Springs | |

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE _____

ABOVE DEFECTS CORRECTED

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE _____ DATE _____

DRIVER'S SIGNATURE _____ DATE _____

BUS MAINTENANCE & SAFETY INSPECTION

CHP 108A (Rev. 7-05) OPI 062

** Inspection of these items meet the minimum requirements of 34505 CVC*

CARRIER NAME			UNIT NUMBER	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE
YEAR	MAKE	LICENSE NUMBER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
			OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	
	1.	Fire extinguisher, first aid kit, and reflective warning devices													
	2.	Horn, defroster, gauges, odometer, and speedometer													
	3.	Driver seat, passenger seats, padding, interior, and floor condition													
	4.	Windshield wipers, windows, mirrors, and supports													
	5.	All interior and exterior lights, signals, reflectors													
	6.	Electrical wiring-condition and protection													
	7.	Batteries-water level, terminals, and cables													
*	8.	Warning devices-air, oil, temperature, exit, and/or vacuum													
	9.	Heaters, defrosters, switches, and vents													
	10.	Doors, exterior, paint, and marking													
	11.	Radiator and water hoses-coolant level, condition, and/or leaks													
*	12.	Belts-compressor, fan, water, and/or alternator													
*	13.	Air hoses and tubing-leaks, condition, and/or protection													
	14.	Fuel system-tank, hoses, tubing, and/or pump-leaks													
	15.	Exhaust system, manifolds, piping, muffler-leaks and/or condition													
	16.	Engine-mounting, excessive grease and/or oil													
	17.	Clutch adjustment-free play													
	18.	Air filter, throttle linkage													
	19.	Starting and charging system													
*	20.	Hydraulic brake system-adjustment, components, and/or condition													
*	21.	Hydraulic master cylinder-level, leaks, and/or condition													
*	22.	Hoses and tubing-condition, protection													
*	23.	Air brake system-adjustment, compartments, and/or condition													
*	24.	1 minute air or vacuum loss test													
*	25.	Air compressor governor-cut in and cut out pressure (85-130)													
*	26.	Primary air tank-drain and test function of check valve													
*	27.	Other air tanks-drain and check for contamination													
*	28.	Tires-tread depth, inflation, condition													
*	29.	Wheels, lug nuts, and studs-cracks, looseness, and/or condition													
*	30.	Parking brake-able to hold the vehicle													
*	31.	Emergency stopping system-labeled, operative													
*	32.	Brakes do not release after complete loss of service air													
*	33.	Steering system-mounting, free lash and components													
*	34.	Steering arms, drag links, and/or tie rod ends													
*	35.	Suspension system-springs, shackles, u-bolts, and/or torque rods													
*	36.	Frame and cross members-cracks and/or condition													
	37.	Drive shaft, universal joints, and/or guards													
	38.	Transmission and differential-mounting, leaks, and/or condition													
*	39.	Wheel seals-leaks and/or condition													
	40.	Under carriage-clean and secure													

SIGNATURES OF INSPECTORS

JANUARY INSPECTION	DATE	FEBRUARY INSPECTION	DATE	MARCH INSPECTION	DATE	APRIL INSPECTION	DATE
MAY INSPECTION	DATE	JUNE INSPECTION	DATE	JULY INSPECTION	DATE	AUGUST INSPECTION	DATE
SEPTEMBER INSPECTION	DATE	OCTOBER INSPECTION	DATE	NOVEMBER INSPECTION	DATE	DECEMBER INSPECTION	DATE

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	4.	Windshield wipers, windows, mirrors, and supports													
	5.	All interior and exterior lights, signals, reflectors													
	6.	Electrical wiring-condition and protection													
	7.	Batteries-water level, terminals, and cables													
*	8.	Warning devices-air, oil, temperature, exit, and/or vacuum													
	9.	Heaters, defrosters, switches, and vents													
	10.	Doors, exterior, paint, and marking													
	11.	Radiator and water hoses-coolant level, condition, and/or leaks													
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Bus Emergency Exits Inspections

90-Day Interval Guide*

INSP.	DUE	INSP.	DUE	INSP.	DUE	INSP.	DUE	INSP.	DUE	INSP.	DUE	INSP.	DUE	INSP.	DUE	INSP.	DUE	INSP.	DUE	INSP.	DUE	INSP.	DUE
1-Jan	1-Apr	1-Feb	2-May	1-Mar	30-May	1-Apr	30-Jun	1-May	30-Jul	1-Jun	30-Aug	1-Jul	29-Sep	1-Aug	30-Oct	1-Sep	30-Nov	1-Oct	30-Dec	1-Nov	30-Jan	1-Dec	1-Mar
2-Jan	2-Apr	2-Feb	3-May	2-Mar	31-May	2-Apr	1-Jul	2-May	31-Jul	2-Jun	31-Aug	2-Jul	30-Sep	2-Aug	31-Oct	3-Sep	2-Dec	2-Oct	31-Dec	2-Nov	31-Jan	2-Dec	2-Mar
3-Jan	3-Apr	3-Feb	4-May	3-Mar	1-Jun	3-Apr	2-Jul	3-May	1-Aug	3-Jun	1-Sep	3-Jul	1-Oct	3-Aug	1-Nov	3-Sep	2-Dec	3-Oct	1-Jan	3-Nov	1-Feb	3-Dec	3-Mar
4-Jan	4-Apr	4-Feb	5-May	4-Mar	2-Jun	4-Apr	3-Jul	4-May	2-Aug	4-Jun	2-Sep	4-Jul	2-Oct	4-Aug	2-Nov	4-Sep	3-Dec	4-Oct	2-Jan	4-Nov	2-Feb	4-Dec	4-Mar
5-Jan	5-Apr	5-Feb	6-May	5-Mar	3-Jun	5-Apr	4-Jul	5-May	3-Aug	5-Jun	3-Sep	5-Jul	3-Oct	5-Aug	3-Nov	5-Sep	4-Dec	5-Oct	3-Jan	5-Nov	3-Feb	5-Dec	5-Mar
6-Jan	6-Apr	6-Feb	7-May	6-Mar	4-Jun	6-Apr	5-Jul	6-May	4-Aug	6-Jun	4-Sep	6-Jul	4-Oct	6-Aug	4-Nov	6-Sep	5-Dec	6-Oct	4-Jan	6-Nov	4-Feb	6-Dec	6-Mar
7-Jan	7-Apr	7-Feb	8-May	7-Mar	5-Jun	7-Apr	6-Jul	7-May	5-Aug	7-Jun	5-Sep	7-Jul	5-Oct	7-Aug	5-Nov	7-Sep	6-Dec	7-Oct	5-Jan	7-Nov	5-Feb	7-Dec	7-Mar
8-Jan	8-Apr	8-Feb	9-May	8-Mar	6-Jun	8-Apr	7-Jul	8-May	6-Aug	8-Jun	6-Sep	8-Jul	6-Oct	8-Aug	6-Nov	8-Sep	7-Dec	8-Oct	6-Jan	8-Nov	6-Feb	8-Dec	8-Mar
9-Jan	9-Apr	9-Feb	10-May	9-Mar	7-Jun	9-Apr	8-Jul	9-May	7-Aug	9-Jun	7-Sep	9-Jul	7-Oct	9-Aug	7-Nov	9-Sep	8-Dec	9-Oct	7-Jan	9-Nov	7-Feb	9-Dec	9-Mar
10-Jan	10-Apr	10-Feb	11-May	10-Mar	8-Jun	10-Apr	9-Jul	10-May	8-Aug	10-Jun	8-Sep	10-Jul	8-Oct	10-Aug	8-Nov	10-Sep	9-Dec	10-Oct	8-Jan	10-Nov	8-Feb	10-Dec	10-Mar
11-Jan	11-Apr	11-Feb	12-May	11-Mar	9-Jun	11-Apr	10-Jul	11-May	9-Aug	11-Jun	9-Sep	11-Jul	9-Oct	11-Aug	9-Nov	11-Sep	10-Dec	11-Oct	9-Jan	11-Nov	9-Feb	11-Dec	11-Mar
12-Jan	12-Apr	12-Feb	13-May	12-Mar	10-Jun	12-Apr	11-Jul	12-May	10-Aug	12-Jun	10-Sep	12-Jul	10-Oct	12-Aug	10-Nov	12-Sep	11-Dec	12-Oct	10-Jan	12-Nov	10-Feb	12-Dec	12-Mar
13-Jan	13-Apr	13-Feb	14-May	13-Mar	11-Jun	13-Apr	12-Jul	13-May	11-Aug	13-Jun	11-Sep	13-Jul	11-Oct	13-Aug	11-Nov	13-Sep	12-Dec	13-Oct	11-Jan	13-Nov	11-Feb	13-Dec	13-Mar
14-Jan	14-Apr	14-Feb	15-May	14-Mar	12-Jun	14-Apr	13-Jul	14-May	12-Aug	14-Jun	12-Sep	14-Jul	12-Oct	14-Aug	12-Nov	14-Sep	13-Dec	14-Oct	12-Jan	14-Nov	12-Feb	14-Dec	14-Mar
15-Jan	15-Apr	15-Feb	16-May	15-Mar	13-Jun	15-Apr	14-Jul	15-May	13-Aug	15-Jun	13-Sep	15-Jul	13-Oct	15-Aug	13-Nov	15-Sep	14-Dec	15-Oct	13-Jan	15-Nov	13-Feb	15-Dec	15-Mar
16-Jan	16-Apr	16-Feb	17-May	16-Mar	14-Jun	16-Apr	15-Jul	16-May	14-Aug	16-Jun	14-Sep	16-Jul	14-Oct	16-Aug	14-Nov	16-Sep	15-Dec	16-Oct	14-Jan	16-Nov	14-Feb	16-Dec	16-Mar
17-Jan	17-Apr	17-Feb	18-May	17-Mar	15-Jun	17-Apr	16-Jul	17-May	15-Aug	17-Jun	15-Sep	17-Jul	15-Oct	17-Aug	15-Nov	17-Sep	16-Dec	17-Oct	15-Jan	17-Nov	15-Feb	17-Dec	17-Mar
18-Jan	18-Apr	18-Feb	19-May	18-Mar	16-Jun	18-Apr	17-Jul	18-May	16-Aug	18-Jun	16-Sep	18-Jul	16-Oct	18-Aug	16-Nov	18-Sep	17-Dec	18-Oct	16-Jan	18-Nov	16-Feb	18-Dec	18-Mar
19-Jan	19-Apr	19-Feb	20-May	19-Mar	17-Jun	19-Apr	18-Jul	19-May	17-Aug	19-Jun	17-Sep	19-Jul	17-Oct	19-Aug	17-Nov	19-Sep	18-Dec	19-Oct	17-Jan	19-Nov	17-Feb	19-Dec	19-Mar
20-Jan	20-Apr	20-Feb	21-May	20-Mar	18-Jun	20-Apr	19-Jul	20-May	18-Aug	20-Jun	18-Sep	20-Jul	18-Oct	20-Aug	18-Nov	20-Sep	19-Dec	20-Oct	18-Jan	20-Nov	18-Feb	20-Dec	20-Mar
21-Jan	21-Apr	21-Feb	22-May	21-Mar	19-Jun	21-Apr	20-Jul	21-May	19-Aug	21-Jun	19-Sep	21-Jul	19-Oct	21-Aug	19-Nov	21-Sep	20-Dec	21-Oct	19-Jan	21-Nov	19-Feb	21-Dec	21-Mar
22-Jan	22-Apr	22-Feb	23-May	22-Mar	20-Jun	22-Apr	21-Jul	22-May	20-Aug	22-Jun	20-Sep	22-Jul	20-Oct	22-Aug	20-Nov	22-Sep	21-Dec	22-Oct	20-Jan	22-Nov	20-Feb	22-Dec	22-Mar
23-Jan	23-Apr	23-Feb	24-May	23-Mar	21-Jun	23-Apr	22-Jul	23-May	21-Aug	23-Jun	21-Sep	23-Jul	21-Oct	23-Aug	21-Nov	23-Sep	22-Dec	23-Oct	21-Jan	23-Nov	21-Feb	23-Dec	23-Mar
24-Jan	24-Apr	24-Feb	25-May	24-Mar	22-Jun	24-Apr	23-Jul	24-May	22-Aug	24-Jun	22-Sep	24-Jul	22-Oct	24-Aug	22-Nov	24-Sep	23-Dec	24-Oct	22-Jan	24-Nov	22-Feb	24-Dec	24-Mar
25-Jan	25-Apr	25-Feb	26-May	25-Mar	23-Jun	25-Apr	24-Jul	25-May	23-Aug	25-Jun	23-Sep	25-Jul	23-Oct	25-Aug	23-Nov	25-Sep	24-Dec	25-Oct	23-Jan	25-Nov	23-Feb	25-Dec	25-Mar
26-Jan	26-Apr	26-Feb	27-May	26-Mar	24-Jun	26-Apr	25-Jul	26-May	24-Aug	26-Jun	24-Sep	26-Jul	24-Oct	26-Aug	24-Nov	26-Sep	25-Dec	26-Oct	24-Jan	26-Nov	24-Feb	26-Dec	26-Mar
27-Jan	27-Apr	27-Feb	28-May	27-Mar	25-Jun	27-Apr	26-Jul	27-May	25-Aug	27-Jun	25-Sep	27-Jul	25-Oct	27-Aug	25-Nov	27-Sep	26-Dec	27-Oct	25-Jan	27-Nov	25-Feb	27-Dec	27-Mar
28-Jan	28-Apr	28-Feb	29-May	28-Mar	26-Jun	28-Apr	27-Jul	28-May	26-Aug	28-Jun	26-Sep	28-Jul	26-Oct	28-Aug	26-Nov	28-Sep	27-Dec	28-Oct	26-Jan	28-Nov	26-Feb	28-Dec	28-Mar
29-Jan	29-Apr			29-Mar	27-Jun	29-Apr	28-Jul	29-May	27-Aug	29-Jun	27-Sep	29-Jul	27-Oct	29-Aug	27-Nov	29-Sep	28-Dec	29-Oct	27-Jan	29-Nov	27-Feb	29-Dec	29-Mar
30-Jan	30-Apr			30-Mar	28-Jun	30-Apr	29-Jul	30-May	28-Aug	30-Jun	28-Sep	30-Jul	28-Oct	30-Aug	28-Nov	30-Sep	29-Dec	30-Oct	28-Jan	30-Nov	28-Feb	30-Dec	30-Mar
31-Jan	1-May			31-Mar	29-Jun	31-May	29-Aug					31-Jul	29-Oct	31-Aug	29-Nov			31-Oct	29-Jan			31-Dec	31-Mar

* Does not consider Leap Year

Rev. 05/2005 DLS

Periodic Inspection by Motor Carrier - 34505.5. (a) CVC

Every motor carrier operating any vehicle described in subdivision (a), (b), (e), (f), or (g) of Section 34500, except those vehicles exempted under Section 34501.12, shall, as a part of the systematic inspection, maintenance, and lubrication services required of all motor carriers, require the vehicle or vehicles for which it is responsible pursuant to Section 34501.12 to be inspected at least every 90 days, or more often if necessary to ensure safe operation.

Vehicles which are out of service for periods greater than 90 calendar days are not required to be inspected at 90-day intervals if they are inspected before operation on the highway.

This inspection shall include, but not be limited to all of the following:

- (1) Brake adjustment.
- (2) Brake system components and leaks.
- (3) Steering and suspension systems.
- (4) Tires and wheels.
- (5) Vehicle connecting devices.

34500 CVC - The department shall regulate the safe operation of the following vehicles:

- (a) Motortrucks of three or more axles that are more than 10,000 pounds gross vehicle weight rating.
- (b) Truck tractors.
- (c) Trailers and semitrailers, pole or pipe dollies, auxiliary dollies, and logging dollies used in combination with vehicles listed in subdivision (a), (b), (c), or (d). This subdivision does not include camp trailers, trailer coaches, and utility trailers.
- (d) Any combination of a motortruck and any vehicle or vehicles set forth in subdivision (e) that exceeds 40 feet in length when coupled together.
- (e) Any truck, or any combination of a truck and any other vehicle, transporting hazardous materials.

Bus Emergency Exits Inspection

VEHICLE IDENTIFICATION

MAKE

SERIAL NUMBER

YEAR

TIRE SIZE

COMPANY NUMBER/OTHER I.D.

OWNER, IF LEASED

OPERATION	Dates – Inspection Due Every 90 Days							
CHECK PUSHOUT WINDOWS								
EMERGENCY DOORS								
EMERGENCY DOOR LIGHTS								

Bus Emergency Exits Inspection

VEHICLE IDENTIFICATION

MAKE

SERIAL NUMBER

YEAR

TIRE SIZE

COMPANY NUMBER/OTHER I.D.

OWNER, IF LEASED

OPERATION	Dates – Inspection Due Every 90 Days							
CHECK PUSHOUT WINDOWS								
EMERGENCY DOORS								
EMERGENCY DOOR LIGHTS								

ANNUAL VEHICLE INSPECTION REPORT

VEHICLE HISTORY RECORD	
REPORT NUMBER	FLEET UNIT NUMBER
DATE	

MOTOR CARRIER OPERATOR	INSPECTOR'S NAME (PRINT OR TYPE)
ADDRESS	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input type="checkbox"/> YES
CITY, STATE, ZIP CODE	VEHICLE IDENTIFICATION (✓) AND COMPLETE <input type="checkbox"/> LIC. PLATE NO. <input type="checkbox"/> VIN <input type="checkbox"/> OTHER
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> TRUCK <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL)

VEHICLE COMPONENTS INSPECTED

OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			1. BRAKE SYSTEM a. Service Brakes b. Parking Brake System c. Brake Drums or Rotors d. Brake Hose e. Brake Tubing f. Low Pressure Warning Device g. Tractor Protection Valve h. Air Compressor i. Electric Brakes j. Hydraulic Brakes k. Vacuum Systems				4. FUEL SYSTEM a. Visible leak b. Fuel tank filler cap missing c. Fuel tank securely attached 5. LIGHTING DEVICES All lighting devices and reflectors required by Section 393 shall be operable. 6. SAFE LOADING a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway. b. Protection against shifting cargo				9. FRAME a. Frame Members b. Tire and Wheel Clearance c. Adjustable Axle Assemblies (Sliding Subframes) 10. TIRES a. Tires on any steering axle of a power unit. b. All other tires. 11. WHEELS AND RIMS a. Lock or Side Ring b. Wheels and Rims c. Fasteners d. Welds 12. WINDSHIELD GLAZING Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions) 13. WINDSHIELD WIPERS Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective. 14. MOTORCOACH SEATS Seats securely fastened to the vehicle structure 15. REAR IMPACT GUARD In place, securely attached, proper size, proper placement (see 393.86) List any other condition which may prevent safe operation of this vehicle. _____ _____ _____
			2. COUPLING DEVICES a. Fifth Wheels b. Pintle Hooks c. Drawbar/Towbar Eye d. Drawbar/Towbar Tongue e. Safety Devices f. Saddle-Mounts				7. STEERING MECHANISM a. Steering Wheel Free Play b. Steering Column c. Front Axle Beam and All Steering Components Other Than Steering Column d. Steering Gear Box e. Pitman Arm f. Power Steering g. Ball and Socket Joints h. Tie Rods and Drag Links i. Nuts j. Steering System				
			3. EXHAUST SYSTEM a. Any exhaust system determined to be leaking at a point forward of or directly below the driver/sleeper compartment. b. A bus exhaust system leaking or discharging to the atmosphere in violation of standards (1), (2) or (3). c. No part of the exhaust system of any motor vehicle shall be so located as would be likely to result in burning, charring, or damaging the electrical wiring, the fuel supply, or any combustible part of the motor vehicle.				8. SUSPENSION a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position. b. Spring Assembly c. Torque, Radius or Tracking Components.				

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: X OK, X NEEDS REPAIR, NA IF ITEMS DO NOT APPLY, _____ REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION REPORT IN ACCORDANCE WITH 49 CFR 396.

INSPECTOR QUALIFICATIONS

Certification — 49 CFR — Part 396.19

Motor carriers are responsible for ensuring that individual(s) performing an annual inspection under 396.19 are qualified as follows:

- Understands the inspection criteria set forth in Part 393 and Appendix G and can identify defective components
- Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an inspection
- Is capable of performing an inspection by reason of experience, training, or both, and qualifies in one of the following categories (check all that apply):
 - I. Successfully completed a State or Federal training program or has certificate from a State or Canadian Province which qualifies the person to perform commercial vehicle safety inspections. Specify:

or

- II. Have a combination of training or experience totaling at least one year as follows (check all that apply):
 - A. Participation in a truck manufacturer-sponsored training program or similar commercial training program designed to train students in truck operation and maintenance. Where and Date:

 - B. ____ (years) experience as a mechanic or inspector in a motor carrier maintenance program. Name and Date:

 - C. ____ (years) experience as a mechanic or inspector in truck maintenance at a commercial garage, fleet leasing company, or similar facility. Name of Facility and Dates:

 - D. ____ (years) experience as a commercial vehicle inspector for a State, Provincial, or Federal Government. Where and Dates:

I certify the above information is true and accurate to the best of my knowledge.

Employee _____
Signature of Mechanic/Inspector Date

Motor Carrier/Company _____
Signature of Employer/Supervisor Date

Evidence of Inspector Qualifications are on file at:

BRAKE INSPECTOR QUALIFICATIONS

Certification — 49 CFR — Part 396.25

“Brake Inspector” means any employee of a motor carrier who is responsible for ensuring all brake inspections, maintenance, service, or repairs to any commercial motor vehicle, subject to the motor carrier’s control, meet the applicable Federal standards.

No motor carrier shall require or permit any employee who does not meet minimum brake inspector qualifications to be responsible for the inspection, maintenance, service or repairs of any brakes on its commercial motor vehicles.

Minimum Qualifications

- Understands and can perform brake service and inspection
- Is knowledgeable of and has mastered the methods, procedures, tools and equipment necessary to perform brake service and inspection
- Is capable of performing brake service or inspection by reason of experience, training, or both, and qualifies in one of the following categories (check all that apply):

- I. Has successfully completed an apprenticeship program sponsored or approved by a State, Canadian Province, a Federal agency or labor union, or has a certificate from a State or Canadian Province which qualifies the person to perform brake service or inspections. Specify:

or

- II. Has brake-related training or experience or a combination thereof totaling at least one year as follows (check all that apply):

- A. Participation in a brake maintenance or inspection training program sponsored by a brake or vehicle manufacturer or similar commercial training program. Where and Date:

- B. ____ (years) experience performing brake maintenance or inspection in a motor carrier maintenance program. Name and Date:

- C. ____ (years) experience performing brake maintenance or inspection at a commercial garage, fleet leasing company, or similar facility. Name of Facility and Dates:

I certify the above information is true and accurate to the best of my knowledge.

Employee _____
Signature of Mechanic/Inspector Date

Motor Carrier/Company _____
Signature of Employer/Supervisor Date

Evidence of Inspector Qualifications are on file at:

These resources were assembled by Jay Johnson & Associates, LLC and represent the most current regulations at the time of assembly. The information contained in this resource guide is updated regularly by the governmental agencies. Please reference the "Helpful Resource Links" document within this packet for links and QR codes to the FMCSA, DMV, CHP, and PHMSA websites to stay up to date on any regulation changes and updates to their requirements.

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