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THIRD DISTRICT COURT CASE NO: 91-366
Supreme Court Case No: 79,478

TRAVELERS INDEMNITY COMPANY,

Petitioners,

vs.

RAUL GONZALEZ, ETC., ET AL.,

Respondents.

TRAVELER INDEMNITY COMPANY'S BRIEF ON MERITS

ANGONES, HUNTER, McCLURE, LYNCH & WILLIAMS, P.A.
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INTRODUCTION

This is an appeal from a Final Judgment entered in favor of the Plaintiffs/Respondents Raul Gonzalez and Virginia Gonzalez, individually and as parents and next friends of Wendy Mayen, a minor and against the Defendant/Petitioner The Travelers Indemnity Company (Travelers). References to the record on appeal will be by the symbol "R" and **references** to the appendix to this brief will be by the symbol "App."

STATEMENT OF THE CASE AND FACTS

The minor Plaintiff Wendy Mayen was a passenger in a private school bus owned and operated by the Defendant Aida G. Chantres and insured under policy number BAC 72446728-1-27 issued by the Defendant Travelers Indemnity Company. The policy issued to Chantres describes her business as "school bus", the **limits** of liability provided in the policy are \$10,000 per person/\$110,000 per accident **and** the policy lists the bus as having a vehicle seating capacity of **22**. (R. 127-142).

On February 23, 1988, the bus was involved in an accident in which the minor Plaintiff allegedly sustained injuries. As a result, the Plaintiffs filed this action for damages against Chantres. Ultimately the parties agreed as to the liability and damages issue leaving the sole question to be the amount of the actual insurance coverage provided to the Defendant Aida Chantres by the Travelers Indemnity Company.¹ The Plaintiffs took a

¹ The parties agreed that the **damages** would be equal to the amount of the actual insurance coverage provided by the Defendant as ultimately determined by the trial court, i.e. either \$100,000

position in a "Motion for Determination of Insurance Policy Limit"

(R. 123-142) as follows:

(4) According to Rule 14-82.009 of the Florida Administrative Code, a non-public sector bus shall carry all insurance required by Fla. Stat. §627.742 (1981). Fla. Stat. §627.742 (1981) provides that a non-public sector bus must carry liability insurance in the amount of \$100,000 because of bodily injury to, or death of, one person in any accident.

(5) Florida Statute §624.11(1) (1982) provides that "no person shall transact insurance in this state without complying with the applicable provisions of this code."

(6) Florida Statute Section §627.418 (1982) provides that "Any insurance policy...which contains any condition or provision not in compliance with the requirements of this code shall not be thereby rendered invalid...but shall be construed and applied in accordance with such conditions and provisions as would have applied had such a policy...been in full compliance with this code."

The policy of insurance issued by the Travelers Indemnity Company to Aida G. Chantres should, pursuant to Statute, have been issued in the amount of \$100,000 per person pursuant to Fla. Stat. §627.742 (1981). Pursuant to the provisions of the Insurance Code, the policy should not be rendered invalid because of its non-conformance but should be construed and applied in accordance with the provisions it should have had had it been in full compliance with the requirements...

The Plaintiffs then requested that the Court enter an order reforming the insurance contract issued by the Travelers to Aida Chantres to comply with Fla. Stat. §627.742; to reflect liability

or \$10,000. The parties further agreed that Travelers should be permitted to intervene in this action for the purpose of determining the appropriate amount of coverage.

policy limits of \$100,000 per person and further that the Court enter judgment on behalf of the Plaintiffs and against Travelers in the amount of \$100,000. (R. 130). The Court ultimately agreed with the Plaintiffs holding that the Travelers Insurance policy issued to Aida Chantres insuring the non-public bus in the amount of \$10,000 per person is in conflict with Fla. Stat. **S627.742** and that it should be reformed to reflect liability policy limits of \$100,000 per person.

Travelers then appealed the trial court's ruling to the Third District Court of Appeals which ultimately affirmed, based on the Court's prior opinion in Suazo v. Del Busto, **587 So.2d 480** (Fla. 3rd DCA **1991**). In so ruling, the court indicated as follows:

We find no adequate distinctions between the facts in this case and those in Suazo v. Del Busto, **587 So.2d 480** (Fla. 3rd DCA **1991**). Accordingly, we affirm and certify the following question of great public importance:

What is the minimum amount of insurance required on a per-person basis for private school buses with fewer than **24** seats which are within the class described by **§316.615**, Fla. Stat. (1989)?

This Petition follows.

SUMMARY OF THE ARGUMENT

There is no logical basis for the Third District's opinion and the lower court's holding that the legislature intended that **school** buses carrying less than **24** students should have a **minimum** of \$100,000 liability coverage per person. The only administrative regulations and statutes dealing with the insurance requirements for non-public **sector** school buses carrying less than **24** students

are set forth in Fla. Stat. **§316.615(2)(a)**; 316.615(6) which authorizes the Department of Highway Safety and Motor Vehicles to promulgate regulations dealing with liability insurance and the Department regulations entitled "School Bus Inspection and Transportation Manual." In sum, contrary to the Third **District's** finding, the legislature has in fact delegated the authority **for** addressing the issue of the appropriate amount of coverage to the Florida Highway Patrol and on the basis of the record presented herein, it must be presumed at this point, that the Travelers' policy was in conformity with those regulations as interpreted by the Highway Patrol. At a minimum therefore, since it is unclear at this point whether these regulations address the minimum amount of coverage required on a per person as opposed to a per occurrence basis, the lower court's ruling should be reversed and the case remanded for further discovery with respect to the history of the regulations and the manner of interpretation placed upon the regulation by the Department of Highway Safety & Motor Vehicles.

Alternatively, if the court is inclined to reject the aforementioned request that the case be remanded for further discovery, we submit that the most reasonable interpretation of **the** applicable regulation **is** that it imposes a minimal limit on a per occurrence as opposed to a per person basis. Under this **scenario**, the Travelers' policy in question meets the minimum requirements and accordingly, the lower court's ruling should be reversed.

The court, in other words, should reject the judicial legislation adopted by the Third District. If in fact, as the

Respondents contend, it is desirable that coverage be afforded at a minimum of \$100,000 per person then the Highway Patrol is free to amend its regulations. **Simply** put the law should be changed by conventional means since the retroactive rewriting of **the** governing regulations substantially increases the financial burden to be born by the carriers without any corresponding increase in premiums.

ARGUMENT

**THE MINIMUM AMOUNT OF INSURANCE
REQUIRED ON A PER-PERSON BASIS FOR
PRIVATE SCHOOL BUSES WITH LESS THAN
24 SEATS WHICH ARE WITHIN THE CLASS
DESCRIBED BY SECTION 316.615 FLA.
STAT. (1986) IS \$10,000 PER
PERSON/THE NUMBER OF SEATS TIMES
\$5,000 PER INCIDENT**

In Suazo v. Del Busto, 16 FLW (D) 2158 (Fla. **3rd** DCA August 13, 1991), this Court recently addressed the related issue of the amount of liability coverage required to be carried by non-public sector school buses seating in excess of 24 students. In Suazo the Court waded through a series of vague and conflicting statutes to conclude that the legislature intended buses carrying more than 24-students to maintain tort liability coverage of not less than \$100,000 per person. Suazo is distinguishable from the present case since as we indicated previously this particular bus contained less than **24** seats.

As the concurring opinion in Suazo recognizes the plaintiffs' contention in Suazo **and** hence the Court's finding in this case, that the applicable level of insurance coverage is specified in **627.742** Fla. Stat. (1986) is erroneous since the statute contains

an express exclusion which **states:**

(2) School buses subject to the provisions of Chapter **234** or **s. 316.615** are exempt from the provisions of this section.

The only administrative regulations or statutes dealing with the insurance requirements for non-public sector school buses carrying less than **24** students are set forth in Fla. Stat. §316.615(2)(a); §316.615(6) and **§321.05(6)** which authorizes **the** Department of Highway Safety and Motor Vehicles to promulgate regulations dealing with liability insurance and the departmental regulations entitled "School Bus Inspection and Transportation Manual." (**App. 1**) The provision of the regulation governing buses with a seating capacity of less than **24** students reads **as** follows:

§4.22.00 Liability Insurance - Inspect for:

Every school bus will carry liability insurance to protect the pupils it is transporting. The amount shall be equal to **\$5,000** multiplied by the rating seating capacity of the bus, or \$100,000, whichever is greater.

The following shall be checked while inspecting the liability insurance:

A. The expiration date of the insurance policy.

B. The amount of insurance. (**App. pp. 4-30-31**).²

² The regulation in question in Suazo, governing buses with a seating capacity of more than **24** students is virtually identical:

Every school bus will carry liability insurance in the minimum amount as required in Section **234.03**, Fla. Stat., to protect the pupils it is transporting. The amount **shall be** equal to **\$5,000** multiplied by the **rated**

As §316.615 and the regulations also indicate, the Department of Highway Safety and Motor Vehicles is required, to annually inspect all public and non-public school buses, and all motor vehicles (other than private passenger automobiles) which are used primarily for transporting pupils to school but which are not operated by or under the purview of the state or **political** subdivision thereof, or under a franchise issued by a municipality **or** the public service commission. Op. atty. Gen., **082-70**, September 1982.

At this point in time the record is bare of any evidence relating to whether or not this particular bus may have passed inspection by the appropriate authorities and hence it is devoid of any indication of the administrative construction placed upon the actual regulation which sets the minimum requirements. Since it is well established that an agency's interpretation of its **own** regulations is entitled to great deference and weight, See E.g. Knight v. Mundy Plastering Company, 220 So.2d **357** (Fla. 1968); Woodley v. Department of Health and Rehabilitative Services, 505 So.2d **676** (Fla. 1st DCA 1987) and Reedy Creek Imperial District v. State Department of Environmental Regulation, **486** So.2d **642** (Fla. 1st DCA 1986) and since the applicable regulation does not clarify whether the amount outlined in the regulation is on a per person or per occurrence basis, we submit that the lower court's ruling should be reversed and the **case** remanded for further discovery with

seating capacity of the bus, or \$100,000,
whichever is greater... (App. pg 3-53)

respect to the history of the regulation and the manner of interpretation placed upon the regulation by the Department of Highway Safety and Motor **Vehicles**.³

Notwithstanding the aforementioned if the Court is inclined to reject our request that the case be remanded for further discovery, we submit that in interpreting the regulation the Court should note that Florida courts have repeatedly emphasized that caution should be exercised when the court is called upon to declare a contract provision void on grounds of public policy. In absence of express legislative **or** constitutional prohibition, a Court, in order to declare a provision **void** or in order (as requested here) to **reform** a contract based on a statutory or regulatory requirement, must find definite indications in the law to justify invalidation of the provision actually agreed upon. E.g. Bituminous Casualty Corp. v. Williams, 17 So.2d 98 (Fla. 1944) and France v. Liberty Mutual Ins. Co., 380 So.2d 1155 (Fla. 3rd DCA 1980). In light of this general

³ As previously indicated, the Respondents only contended at the trial court level that the court should enter an order reforming the insurance contract issued by Travelers to Chantres since it was in violation of Fla. Stat. **5627.742** (1986). This argument, of course, was specifically rejected in the Suazo case since the aforementioned statute is clearly not applicable. Accordingly, since the regulations which are governing, were not raised in the lower court, the crucial evidence regarding the interpretation **placed** upon the regulation by the appropriate agency is **lacking**. However, since the Court is faced with a Final Summary Judgment entered on behalf of the Respondents, in accordance with Holl v. Talcott, 191 So.2d 40 (Fla. 1966), it must be presumed at this point that the bus has passed inspection and hence, that the Travelers' policy is in conformity with the only legislative or regulatory enactment which specifically addresses the question at bar—the provisions of the "**School** Bus Inspection and Student Transportation Manual." Thus, at a minimum, the lower court's ruling should be reversed for a determination of the interpretation placed upon the regulation by the governing agency.

principle, we submit that the most reasonable interpretation of the applicable regulation is that it imposes a minimum limit on a **per** occurrence as opposed to a per person basis. If anything, the language of the regulation appears to support this interpretation since it is phrased in terms of "pupils" and it sets the amount of coverage based on the number of seats in the bus.

Obviously, if the regulation was designed to set limits based on a per person basis, it most likely would have indicated that it was designed to protect "each pupil" being transported as opposed to "pupils" and there would have been no reason to set the amount of coverage based on the number of seats on the bus. On the other hand, it is logical that the amount of coverage per occurrence (applicable to all claims for accidents) should be linked to the amount of seats on the bus because it assumes multiple **claims** and such a requirement ensures adequate coverage for each pupil.'

⁴ Simply **put**, there is no reason why the amount of coverage available to a person for damages suffered as a result of a particular accident should be arbitrarily determined by the number of seats on the bus. Under this scenario, the person injured on a bus with 10 seats would have \$50,000 in available coverage while a person on a bus with 20 seats would have \$100,000 in coverage. Our interpretation of the applicable requirements is also in conformity with the minimum coverage required by §30-371 (G)(c) of the **Code** of Metropolitan Dade County. This Code provision indicates that:

The amount of insurance shall be carried in the sum of not less than \$10,000 (Ten Thousand Dollars and 00/100 Cents) for bodily injury, or death resulting therefrom, to any one pupil and shall, for any one accident, be not less than **\$5,000** (Five Thousand Dollars and 00/100 Cents) multiplied by the rating seating capacity of the vehicle.

To conclude, we submit that the regulations promulgated by the Department of Highway Safety and Motor Vehicles sets a minimum requirement on a per occurrence basis. Accordingly, the only requirement otherwise **applicable on a per claim basis is that set forth in §324.021(7) Fla. Stat. (1986) requiring coverage "In the amount of \$10,000 because of bodily injury to, or death of, one person in one accident." Clearly, the Travelers provision in question meets the minimum requirement since there is \$10,000 per person and an amount of coverage per occurrence equal to the number of seats (22) times \$5,000 (\$110,000).**

CONCLUSION

For the reasons set forth above, the lower court's ruling should be reversed.

Respectfully submitted,

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BY: 

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CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing was this 6th day of April, 1992 mailed to James Blecke, Esq., 19 West Flagler Street, Suite 705, Miami, FL 33130; RICHARD L. WASSENBERG, ESQ., 302 Roland/Continental Plaza, 3250 Mary Street, Miami, FL 33133; Robert F. Tacher, Esq., Nelson & Tacher, Suite 2628-One Biscayne Tower, 2 South Biscayne Blvd., Miami, FL 33131 and to Bill Hoppe, Esq., 66 West Flagler Street, Second Floor, Miami, FL 33130.

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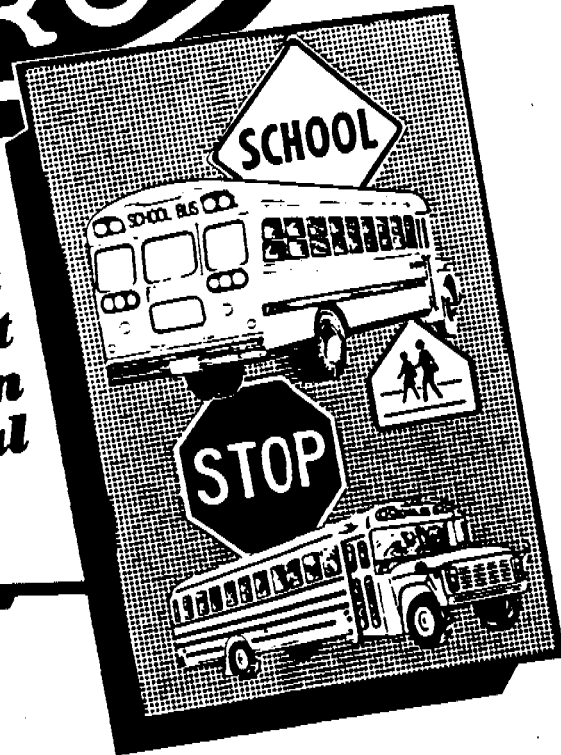
BY: 

CHRISTOPHER LYNCH
Attorneys for' Appellant

SUAZO
FLA. HIGHWAY PATROL SCHOOL BUS
INSPECTION MANUAL



**School Bus
Inspection
&
Student
Transportation
Manual**



FLORIDA HIGHWAY PATROL
SCHOOL BUS INSPECTION AND STUDENT TRANSPORTATION MANUAL
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FLORIDA HIGHWAY PATROL
SCHOOL BUS INSPECTION AND STUDENT TRANSPORTATION MANUAL

FOREWORD

Effective January 1, 1987, this Manual will be in full force and effect for members of the Florida Highway Patrol Student Transportation Section.

Many directives **have** been issued referring to the inspection of school buses and the certification of **non-**public school bus drivers. By publication of this Manual, questions arising on the subject of student transportation may **be** quickly answered.

In order to assure uniformity and consistency of school bus inspections, members should follow the instructions in this hlanual. Each member should be thoroughly familiar and conversant with the instructions contained herein.

All members of the Student Transportation Section **are** requested to **make suggestions** for changes in the School Bus Inspection Manual **via** the School Bus Inspection Coordinator whenever it is felt that such conditions **or** procedures merit change.

We are keenly aware that our members perform thei duties and responsibilities to the best of their ability With this in mind, we look to the future with a continuin sense of dedication to a safer pupil transportation syste throughout Florida.



Bobby R. Burkett, Colonel
Director
Florida Highway Patrol

FLORIDA HIGHWAY PATROL
SCHOOL **BUS** INSPECTION AND STUDENT TRANSPORTATION MANUAL

CHAPTER 1

INTRODUCTION AND PURPOSE

1.00.00 Introduction to the **Manual**

The School Bus Inspection and Student Transportation Manual is an official publication of the Florida **Highway Patrol**. It is issued with the authority of the Division Director under **Chapter 321, Florida Statutes**, and contains the procedures and regulations of the Student Transportation Program, including criteria for minimum **safety** standards, requirements for the inspection of public and nonpublic school buses, and the procedures for Department certification of nonpublic school bus drivers.

1.01.00 Knowledge of Manual Contents

It will be the responsibility of each member of **the** Florida Highway Patrol Student Transportation Section to know and be conversant with the policies, procedures, and regulations contained in this Manual.

1.02.00 The Manual as an Official Document

This **Manual** is a **document** of the Florida Highway Patrol **and** thus falls under Chapter 119, Florida Statutes, (Public Records Law). **As a** public record, the public **may** review this Manual at any Florida Highway Patrol station throughout the State **and** may receive copies **pursuant** to **State law**. **Copies may be obtained at any** of the stations **throughout** the State or at the Department of Highway Safety and Motor Vehicles.

1.03.00 Mechanics of the Manual

Each section of this Manual will be numbered consecutively and organized in a loose-leaf 3-ring binder. It will **be** distributed by **the** Student Transportation Office of the Division of Florida Highway Patrol. To **find** a general **subject** area, the member **should** consult the Table of Contents at the front of the Manual for the applicable chapter and section.

1.03.01 Section Numbering System

This Manual is organized into sections and paragraphs with corresponding numbers as follows:

1.01.00 = Underlined designates Chapter number.

1.01.00 = Underlined designates Section within Chapters.

1.01.00 = Underlined designates subparagraph within **Sections.**

EXAMPLE: 3.11.04 indicates Chapter 3, Section 11, subparagraph 4.

1.04.00 Establishment of Criteria

The criteria for school bus inspection and driver certification are established from the following resources.

- A. Federal Motor Vehicle Safety Standards 220, 221, and 222, (Title 49, C.F.R. Section 571).
- B. U.S. Department of Transportation Highway Safety Program **Manual** No. 17 (**February 1974**).
- C. Inspection Handbook For School Buses (1976) (Engineering Division, Motor Vehicle Manufacturers

Association in cooperation with the American Association of Motor Vehicle Administration).

- D. Chapters 316, 322, and 234, Florida Statutes.
- E. Chapter **6A-3**, F.A.C., Rules of the State Department of Education.
- F. State Department of Education Minimum Specifications For School **Buses** (1965-1985).

1.05.⁰⁰ Definitions

The following definitions are provided of terms used in this Manual:

- A. "Division" means the Division of Florida Highway Patrol.
- B. "Director" means the Director of the Florida Highway Patrol.
- C. "Inspection" means the inspection of school buses conducted by the Florida Highway Patrol.
- D. "Inspection Officer" means a member of the Florida Highway Patrol or designee to whom the task of conducting the inspection of school buses has been delegated by the Florida Highway Patrol.
- E. "Inspection Schedule" means the date, time, and place set for inspection.
- F. "School" means all public, private, nursery, elementary, secondary, and post-secondary schools.

- G. "School Bus" means a motor vehicle primarily used for transporting school children.
- H. "Unsafe School Bus" means a school bus which has been inspected by the Florida Highway Patrol and found unsatisfactory for safe operation.
- I. "Inspection Certificate" means a sticker affixed to the windshield, and issued by the Florida Highway Patrol, indicating that the school bus has been inspected and found satisfactory for safe operation.
- J. "Type A School Bus" - A type "A" school bus is a conversion or body constructed upon a van-type compact truck or a front-section vehicle, with a gross weight rating of 10,000 pounds or less designed for carrying more than 10 persons.
- K. "Type B School Bus" - A type "B" school bus is a conversion or body constructed and installed upon a van or front-section vehicle chassis, or stripped chassis, with a vehicle weight rating of more than 10,000 pounds designed for carrying more than 10 persons. Part of the engine is beneath and/or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.
- L. "Type C School Bus" - A type "C" school bus is a body installed upon a flat back cowl chassis with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. All of the engine is in front of the windshield and the entrance door is behind

the front wheels.

- M. "Type D School Bus" - A type "D" school bus is a body installed upon a chassis with the engine mounted in the front, midship, or rear, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. The engine may be behind the windshield and beside the driver's seat. It may be at the rear of the bus behind the rear wheels, or midship between the front and rear axles. The entrance door is ahead of the front wheels.

1.06.00 Purpose and Mission

The purpose and mission of the Florida Highway Patrol Student Transportation Section is to effectively and efficiently perform the annual inspection of all public and nonpublic school buses and to certify all nonpublic school bus drivers as required by Section 316.615, Florida Statutes.

FLORIDA HIGHWAY PATROL
SCHOOL BUS INSPECTION AND STUDENT TRANSPORTATION MANUAL

CHAPTER 2

INSPECTION RULES

2.00.00 Scheduling

All public and nonpublic school buses shall be subject to inspection at least once a year at a time established by the Division. The Inspection Officer shall notify the school administrative authority of a specific date, time, and location of the inspection. In turn, the school administrative authority shall notify the bus operators of the inspection date, time, and location and shall be responsible for having all buses in the system available for inspection. Buses subject to inspection shall be available for inspection according to the established schedule.

2.01.00 Spot Inspection

Unannounced spot inspections may be performed by the Division. Spot inspection procedures shall be the same as those procedures utilized for other inspections.

2.02.00 Assistance With Inspection

The school administrative authority or bus owner shall provide an employee to assist with the inspection upon request of the Inspection Officer.

2.03.00 Maintenance Records Available

Upon request of the Inspection Officer, the school administrative authority or bus owner shall have complete

maintenance records available for review at the time each vehicle is subject to inspection.

2.04.00 Authority to Remove Wheels

The Inspection Officer shall have the authority to **have** any wheels removed **during** the inspection. **Wheels** may be removed at the discretion of the Inspection Officer.

2.05.00 Removal of Defective Components

The Inspection Officer shall have the authority **to** require the school administrative authority or bus owner to remove **any** component which is found to **be defective** or which compromises safe vehicle operation or passenger safety.

2.06.00 Correction of Deficiencies

Where inspection or spot inspection discloses that a school bus **does** not comply with inspection criteria established pursuant *to* this Manual, the deficiency must be corrected. The time permitted for the correction of the deficiency will vary depending on the defect. However, all corrections except those required on those **buses** declared as **"unsafe"** must be corrected within ten days. (Note: The Inspection Officer may specify that the deficiency must be corrected in a period of less than the ten-day maximum). Upon correction of the deficiency, the school administrative authority or **bus** owner shall notify the Inspection Officer **so that reinspection may be** conducted.

2.07.00 Use of Rejected Buses

School buses which are rejected and which are not declared as "unsafe" may be used for **student transportation** within the ten-day period following the initial inspection.

Any school bus that has been declared "unsafe" by the Inspection Officer must be immediately discontinued from use. The bus may not be placed in service until all the necessary repairs have been made and a satisfactory reinspection has been conducted.

2.08.00 Expenses Incurred

Any expenses incurred due to replacement or repair of school bus equipment during or after the inspection shall be the responsibility of the school administrative authority or bus owner.

2.09.00 Inspection not to Constitute a Warranty of Mechanical Condition

The inspection of any school bus and the issuance of an inspection certificate under the provisions of Section 316.615, Florida Statutes, and this Manual, shall not be construed as a warranty of the mechanical condition of such school bus. Neither the Division nor the Inspection Officer inspecting a school bus and issuing an inspection certificate under the provisions of this Manual shall be liable for any defect, failure, or improper functioning of any equipment on such school bus occurring subsequent to such inspection.

2.10.00 Issuance and Removal of Inspection Certificates

The Inspection Officer shall remove any previous inspection certificate which may be affixed to the school bus prior to initiating his inspection. Only upon satisfactory inspection or reinspection will an inspection certificate be issued to a school bus. The inspection certificate shall be placed in the lower left-hand corner of the windshield.

2.11.00 Inspection Classification Criteria

All public school buses and all nonpublic school buses with a seating capacity of 24 passengers or more are required to be painted national school bus chrome and must comply with the inspection criteria of Chapter 3 of this

Nonpublic school buses with a seating capacity of 23 passengers or less are not required to be painted national school bus chrome but are otherwise required to comply with the inspection criteria of Chapter 4 of this Manual.

Nonpublic school buses with a seating capacity of 23 passengers or less and which are painted national school bus chrome must comply with the inspection criteria of Chapter 3 of this Manual.

FLORIDA HIGHWAY PATROL
SCHOOL BUS INSPECTION AND STUDENT TRANSPORTATION MANUAL

CHAPTER 3

PUBLIC/NONPUBLIC SCHOOL BUSES 24 PASSENGERS OR MORE

3.00.00 Introduction to the Chapter

The following safety requirements for all public school buses and all nonpublic buses with a seating capacity of 24 passengers or more are based upon Chapters 234 and 316, Florida Statutes, and Chapter 6A-3, F.A.C., Rules of the State Department of Education.

3.01.00 Headlights - Inspect for:

Every school bus shall be equipped with headlamps which illuminate on both the high and low beams.

The following shall be checked while inspecting the headlamp system:

- A. Lenses.
- B. Wiring,
- C. Headlight aim.
- D. High-low beam indicator.
- E. Headlamp intensity.

3.01.01 Headlights - Reject if:

- A. Lenses are cracked or broken or do not meet SAE standards.

- B. Readily visible wiring is frayed or electric connections are poor.
- C. Headlight aim is not proper.
- D. High-low beam indicator is not operative.
- E. Each headlamp does not burn on the high and low beam.
- F. Headlights do not meet the lighting intensity as required by Chapter 316, F.S.

3.02.00 Taillights - Inspect for:

Every school bus shall be equipped with at least two taillamps, emitting red light plainly visible for a distance of 1000 feet.

The following shall be checked while inspecting the taillight system:

- A. Lenses.
- B. Wiring.
- C. Intensity.

3.02.01 Taillights - Reject if:

- A. Lenses are cracked, broken, faded or missing.
- B. Lenses are painted.

- C. Readily visible wiring is frayed or electrical connections are poor.
- D. Taillamps do not illuminate simultaneously with headlights.
- E. Taillights do not meet the lighting intensity as required by Chapter 316, F.S.

3.03.00 Brake Lights - Inspect for:

All type "B", "D", and "C" school buses shall have two seven-inch lights with red lenses mounted not less than 36 inches from ground level measuring from center of lens and which actuate upon application of the foot brake. Such a light must be visible from a distance of at least 300 feet to the rear of the bus. Type "A" buses shall be equipped according to the manufacturer's standards.

The following shall be checked while inspecting the brake light system:

- A. Lenses.
- B. Wiring.
- C. Intensity.

3.03.01 Brake Lights - Reject if:

- A. Listed criteria are not meet.
- B. Lenses are cracked, broken, faded or missing.

- C. Lenses are painted.
- D. Readily visible wiring is **frayed** or electrical connections are poor.
- E. **Brake** lights **do not** meet the lighting intensity as required by Chapter 316, F.S.

3.04.00 Directional Signals - Inspect for:

Front directional signals on type "C" school **buses shall** be mounted on the fenders **and shall** be double-faced, emitting amber light to the front and red or **amber** light to the rear. Cowl mounted turn signals are permissible in addition to the fender mount. Type "B" and "D" **buses** shall emit amber light to front and red or **amber** light to the rear. With the exception of **type "A" buses**, rear directional signals shall be a minimum of **seven** inches in diameter. Each directional signal on every **bus** shall blink on and off in order to clearly indicate an intention to turn. Rear turn signals shall be mounted on the same level **as** the **brake** lights and shall be widely spaced laterally as practical. Front turn signals on type "B" and "D" buses shall be the same size **as required** on the rear. Turn signals on buses 80 inches or more in width shall **be visible from a** distance of not less than **500 feet**. Turn signals on buses less than 80 inches in **width** shall be visible **from a** distance of not less than 300 feet.

The following shall be **checked** while inspecting **the** directional signal system:

- A. Lenses.
- B. Wiring.

- C. Intensity.
- D. Directional switch.
- E. Pilot lights and **buzzer**.

3.04.01 Directional Signals - Reject if:

- A. Listed criteria are not met.
- B. Lenses are cracked, broken, faded or missing.
- C. Lens colors are other than amber to the front and red or amber to the rear.
- D. Readily visible wiring is frayed or electrical connections are poor.
- E. Directional switch is not convenient to the driver.
- F. Pilot lights or buzzer do not indicate that signals are in operation.
- G. Proper indications are not given for each direction.
- H. Signal does not flash automatically.
- I. Signal does not meet the lighting intensity as required by Chapter 316, F.S.

3.05.00 Hazardous Warning Signals - Inspect for:

All school buses manufactured after January 1, 1967, shall be equipped with a four-way hazard warning system

which will cause simultaneous flashing of directional lamps.

The following shall be checked while inspecting the hazardous warning signals:

- A. Lenses.
- B. Wiring.
- C. Intensity.
A

3.05.01 Hazardous Warning Signals - Reject if:

- A. Listed criteria are not met.
- B. Lenses are cracked, broken, faded or missing.
- C. Lens colors are other than amber to the front and red or amber to the rear.
- D. Readily visible wiring is frayed or electrical connections are poor.
- E. Signals do not flash automatically.
- F. Signals do not meet the lighting intensity required for turn signals.

3.06.00 Clearance Lamps; Side Marker Lamps; Identification Lamps; Reflectors - Inspect for:

Clearance lamps shall, so far as practicable, be mounted on the permanent structure of the bus in such a manner as to indicate extreme height and width. Side marker lamps shall be mounted in such a manner as to indicate extreme

length. Clearance lamps and side marker lamps **may be** mounted in a combination. All clearance and side **marker** lamps **mounted** on or near the front shall display **an** amber color and on or near the rear shall display a red color. All buses more than 30 feet in length are required **to** have intermediate side marker lamps, amber in color. Type "A" **buses** which **are less** than 80 inches in width and **not** originally equipped with **side** marker lamps **nor** clearance lamps are exempt **from** these requirements.

Identification lamps are required on all buses. They shall **be** mounted in **both** the center **of the front** of the bus and the **center** of the **rear** of the **bus** and must **be** as high as is practical. All three lamps shall **be grouped** in a horizontal row displaying **amber** to the front and **red** to the rear.

Every bus shall be equipped with two amber reflectors mounted on each side of the bus near the front and **two** red **reflectors** mounted on each **side** of the **bus** near the rear. Every bus shall also be equipped with **two red** reflectors mounted on the rear, one on each **side**, which **may be** incorporated **with** the taillamps.

Each **bus** may be equipped with an optional white strobe-type lamp mounted in **the** center of the rear part of the roof.

The **following** shall **be** checked while **inspecting lamps** and reflectors:

A. **Lenses.**

B. **Wiring.**

C. Intensity.

3.06.01 Clearance Lamps; Side **Marker** Lamps; Identification Lamps; Reflectors - Reject if:

A. Listed criteria are not **met**.

B. Lenses are cracked, **broken**, faded or **missing**.

C. **Readily** visible wiring is **frayed** or electrical connections are poor.

D. Lens colors are other than amber to the **front** and red to the rear.

E. Lamps or reflectors do not meet the **lighting** intensity as required by **Chapter 316, F.S.**

3.07.00 Brakes - Service and Parking

All school buses having a seating capacity of 16 through 58 passengers and all school buses having a seating capacity over 58 passengers manufactured before November, 1969, may be equipped with either hydraulic or air brake **systems**. All **school** buses having a seating capacity over 58 passengers manufactured after **October**, 1969, must **be** equipped with air brakes.

3.07.01 Hydraulic **Brakes** - Inspect for:

The following shall **be checked while inspecting the** hydraulic **brake system**:

A. **Any visible leak in system.**

- B. Brake pedal receive (distance from floor when **applied**) and fade (falling toward floor **while** applied).
- C. Stopping distance.
- D. Equalization (even braking).
- E. Brake drum **diameter** and condition, or rotor thickness and condition (if accessible).
- F. Thickness and condition of brake linings.
- G. Fluid level(s) (including power assist **pump**, if equipped) and use of clean DOT-3 or greater brake fluid in master cylinder.
- H. Operation of the parking brake.
- I. Operation of the vacuum gauge and low vacuum indicator (if equipped) and/or brake failure warning light.
- J. Operation of service **brake power** assist.
- K. **Proper** mounting and condition of all brake system components **and hardware, including:**
 - 1. In-vehicle service brake components (**pedal and lever assembly, pushrod**).
 - 2. **Hydraulic assist pump and driver belt, if equipped.**

3. Master cylinder and power booster (including frame-mounted hydrovac, if **equipped**).
4. Proper and secure routing, clamping and **grom-**meting and condition of all **brake** lines and flexible hoses (including power assist system vacuum or hydraulic hoses).
5. Parking **brake** hardware (control pedal, **lever** or dash **control valve, cable(s)** and if equipped, drive shaft parking **brake** components).
6. Combination **valve, proportioning valve** or similar hydraulic system components.
7. External foundation brake hardware, **as** equipped (backing plates, wheel cylinder mounting bolts and bleed screws, and caliper **assemblies**).
8. Foot controls (brake, clutch and accelerator pedals)

3.07.02 Hydraulic Brakes - Reject if:

- A. There are any visible leaks in the hydraulic system or hydraulic assist system (including externally visible leaks from any wheel cylinder, caliper, or hydraulic assist system hoses or components).
- B. The brake **pedal** reserve upon a firm brake application is less than one inch for power brakes (engine running) or **two** inches for manual **brakes**.

- C. **The brake pedal fade** is present (pedal "**falls**" to floor when held down with engine off, indicating possible hydraulic system leakage).
- D. **The brakes do not meet the following stopping distance requirements** when stopping the **bus** on **a level, dry, smooth, hard** surface, **free** from loose material, from speed of 20 miles per hour:

	Decelerometer OR Reading (feet per second per second)	Stopping (at 20 mph from point of brake pedal applica- tion in feet)
Type "A" buses (10,000pounds GVW and under)	14	30
Type "B", "C" and "D" buses (over 10,000 pounds GVW)	14	30

NOTE: Use of either **decelerometer or stopping** distance measurement is acceptable. Lockup of brakes is acceptable, **but not necessary**, provided brakes meet the equalization requirements in Subsection E.

- E. The brakes are not **equalized**. The stopping distance test in Subsection D should not result in **excessive** brake pulling (steering pulls **sharply, and/or bus** will not stop within a lane twelve feet **wide**).
- F. There is evidence (without pulling wheels) that **any** drum inside diameter is excessive, **as may be indicated** by pronounced **ridge (0.06 of an inch**

in thickness or greater) on braking surface at inside edge of brake drum (edge closest to backing **plate**), or the drum is cracked or damaged.

- G. There is evidence that any brake rotor (disc) thickness is less than manufacturer's recommended minimum, as may be indicated by a pronounced ridge on the outer edge of any rotor braking surface, or rotor braking surface is excessively grooved or damaged.
- H. The drum brake shoe lining or disc brake pad lining is worn to the point where there is less than 2/32 of an inch of lining thickness above any rivet or bolt head (riveted or bolted linings) or above the shoe or pad flange.
- I. Any shoe or pad lining is contaminated with **fluid**, grease or oil. (Shoe or **pad** must be replaced; cleansing of shoe or **pad** is unacceptable.)
- J. There is evidence of shimming material between any shoe or pad and the lining.
- K. There is evidence of loose mounting, or cracking of or other damage to the linings.
- L. The **brake** fluid is not within a 1/2 of an inch from the top of either portion of master cylinder reservoir or is below "add" mark on remote reservoir,
- M. The brake fluid is excessively contaminated or not DOT-3 or greater.

- N. The **parking brake** does not hold the **bus** stopped when engine **torque** is applied by partially engaging clutch in second gear (manual transmission) or by placing transmission in "Drive" (automatic transmission) and speeding up **the** engine to an **idle** of 1200 RPM's.
- O. The vacuum gauge malfunctions, or **low** vacuum indicator **light** and/or buzzer (if equipped) or **brake failure** warning light come on during normal **operation**. (Vacuum should **be** depleted by repeated applications of **brakes** when making this **check**.)
- P. The **low** vacuum indicator **light** and **buzzer** (if equipped) **do** not activate below 8 inches of mercury on the **vacuum** gauge. (This **test** is **made** by **depleting** vacuum with engine off and ignition on.)
- Q. The **brake failure** warning light does not light when the **key** is moved to the "start" position or by other means of checking lamp function.
- R. The **power assist** vacuum (if applicable) drops with the engine off and brakes **not** applied.
- S. The **power assist** malfunctions or is **inoperative**. This can **be** checked by applying the **brakes** several times with the **engine** off to exhaust the **power assist** (if **vacuum**) and then holding **brake** pedal down while engine is started. Pedal should "**fall away**" slightly, indicating increased pressure applied on **braking system** when the **power assist** is activated. Vacuum assisted brakes should have

sufficient reserve to **provide** at least one power-assisted brake application with the engine off.

T. Any **brake** system component is in poor condition or is not routed or mounted properly **as** evidenced in part by the following:

1. The brake pedal rubber cover (if originally **equipped**) is missing or worn smooth or there are any problems with the pedal-and-lever assembly or pushrod.
2. The hydraulic assist pump (if **equipped**) is damaged, extremely noisy or loosely mounted or if the drive belt is loose and/or damaged.
3. The master cylinder or power booster mounting is loose, the reservoir dust cover is damaged, any seal is leaking, or associated hardware is loose.
4. There are any brake lines or hoses which have loose connections, are worn, crimped, or are routed **so as** to create wear by heat, chafing, vibration, or other factors. Such lines and hoses include **steel** brake lines, rubber **flexible brake** hoses, **and** hoses or vacuum lines for the **power** assist system.
5. **Parking** brake control, drive shaft, **parking brake (if equipped), and other** components **are** malfunctioning or insecurely mounted. **If** the **cable** (if equipped) is **frayed**, sticking,

or otherwise functions poorly and/or is routed improperly.

6. Any hydraulic **system** valve is not **securely** mounted and/or is leaking.
7. Externally **visible** foundation **brake, hardware** (as equipped - backing **plates**, wheel cylinder **mounting** bolts and **bleed** screws, caliper assemblies, etc.) is insecurely mounted, is damaged, or is leaking.
8. Foot controls (brake, clutch, or accelerator pedals) are modified from that of original manufacture by adding extensions or "extenders".

3.07.03 Air Brakes - Inspect for:

The following shall be checked while inspecting the air brake **system**:

- A. Air **compressor** governor cut-in and cut-out pressure.
- B. Air pressure **leaks** with **brakes** both **applied** and released (parking brake off).
- C. Air pressure build-up time.
- D. Service brake adjustment.
- E. **Operation of low air pressure** warning **device(s)** and air pressure **gauge(s)**.
- F. **Operation of the parking brake.**

- G. Stopping distance.
- H. Equalization (even braking).
- I. Brake drum diameter and condition, **or** rotor thickness and condition (if accessible).
- J. Thickness and condition of brake linings.
- K. Mounting and condition of the air compressor governor, compressor air intake filter, **and** hoses.
- L. Proper adjustment, mounting and condition of all other brake system components and hardware including:
 - 1. In-vehicle service and parking brake components (pedal and lever assembly, parking brake control valve).
 - 2. Proper and secure routing, clamping, grommeting, connecting and condition of all brake lines and flexible hoses (including **oil and coolant** lines and hoses for **air compressor**).
 - 3. Service and parking brake air reservoirs and air dryer (if equipped).
 - 4. Air brake system control valves, as equipped (treadle valve, **relay** valve(s), etc.).
 - 5. Service and parking brake air chambers.
 - 6. External foundation brake hardware, **as** equipped

(**slack** adjusters, chamber pushrods, camshafts, backing plates and dust covers).

7. Foundation **brake** adjustment.

8. Foot **controls** (**brake**, clutch and **accelerator pedals**).

3.07.04 Air **Brakes** - Reject if:

- A. **The** air compressor governor **does** not cut out (stop compressing) in 100-130 psi range and/or **does not** cut in (begin compressing) within **approximately 25** psi of governor cut-out pressure, when pressure is reduced by brake **applications**.
- B. There are air pressure **leaks** greater than **2 psi** per minute when the service **brake** pedal is firmly **applied** and the **parking** brake control valve is off.
- C. **There** are air pressure **leaks** greater than **1 psi** per minute without the service brake pedal applied.
- D. The air pressure build-up time with **the** engine at fast idle is less than **10 psi** increase **per** minute, from 50 to 90 **psi**.
- E. The **air** pressure **drops** more than **15 psi** upon one **firm service brake application** (parking brake off, pressure built-up), **possibly indicating loose brake adjustment and/or inadequate reservoir volume**.

F. Air pressure gauge(s) work improperly and/or low air pressure warning light and/or buzzer (and flag, if **equipped**) do not come on when pressure is below 60 psi and ignition switch is on.

G. The parking brake does not hold the bus stopped when **engine torque is applied by partially engaging**

by placing the transmission in "Drive", (automatic transmission) and speeding up engine to an idle of 1200 RPM's.

H. The brakes do not meet the following **stopping distance requirements when stopping bus on a level, dry, smooth, hard surface free from loose material from a speed of 20 miles per hour:**

	Decelerometer Reading (feet per second per second)	OR	Stopping (at 20 mph from point of brake pedal application in feet)
Type "B", "C" and "D" buses (over 10,000 pounds GVW)	14		30

NOTE: Use of either decelerometer or stopping distance measurement is acceptable. Lockup of brakes is acceptable, but not necessary. provided Subsection I.

I. The brakes are not equalized. The stopping distance test in Section H

brake pulling (steering pulls sharply and/or **bus** will not stop within a lane twelve feet wide).

- J. There is evidence (without pulling wheels) that any brake **drum** inside diameter is excessive, as may be indicated by a pronounced **ridge** (0.060 of an inch in thickness or greater) on the braking surface at inside edge of the **brake** drum (edge closest to **backing** plate or dust cover), or the drum **is cracked** or damaged.
- K. There is evidence that any brake rotor (disc) thickness is less than manufacturer's recommended minimum, as may be indicated by a pronounced ridge on the outer **edge** of any rotor braking surface, or rotor braking surface is **excessively grooved** or damaged.
- L. The drum **brake shoe** lining or disc brake pad lining is worn to the point where there is less than **2/32** of an inch of **lining** thickness above any rivet or bolt head (**riveted** or bolted linings).
- M. Any shoe or **pad** lining is contaminated with grease or oil. (Shoe or **pad** must be replaced, **cleansing** of the shoe or pad is unacceptable.)
- N. There is evidence of shimming material between any **shoe** or pad and the lining.
- O. There is evidence of loose mounting, or **cracking of**, or other damage to the linings.

P. The air compressor mounting is loose, cracked, or damaged; the drive belt is misaligned, loose or frayed; the **compressor** air intake filter or hose is dislodged or missing; or governor is insecurely mounted or damaged.

Q. Any brake system component is misadjusted, in poor condition, or is **audibly leaking air or is not routed or mounted properly as evidenced in part by** the following:

1. The **brake** pedal rubber (if originally **equipped**) is missing or worn smooth, or there are any problems with the pedal-and-lever assembly, pushrod, or parking brake control valve.
2. Any **brake** lines or hoses (including oil and coolant lines for compressor) have loose connections; are audibly **leaking** air; are worn or crimped; or are routed so as to create **wear by** heat, chafing, vibration, or other factors.
3. The service or **parking** brake reservoirs and/or air dryer, if equipped, are insecurely mounted, damaged, or there is evidence of excessive oil or water in **air brake** system **when** the reservoir petcocks are opened.
4. The air brake system control valves are damaged, insecurely mounted, have loose connections, or audibly **leak** air.

5. The service and/or parking **brake** air chambers are damaged or insecurely mounted, or the chamber mounted clamps are worn or loose, or the parking brake chamber dust cover is loose or missing, or any chamber is audibly leaking **air**.
6. Externally visible foundation **brake hardware** (chamber pushrods, slack adjusters, camshafts] backing plates or dust covers) is misadjusted, excessively worn, damaged, or insecurely mounted.
7. The clearance between center of any brake shoe lining and drum is greater than 1/16 of an inch, indicating possible need for brake adjustment.
8. Foot controls (brake, clutch and accelerator pedals) are modified from that of original manufacture by adding extensions or "extenders".

NOTE: FHP personnel will not drive or be in actual physical control of school buses while conducting bus inspections. If the need arises for a bus to be driven in order to further test the brake system, the inspection officer **shall** request the **school** to **provide** a representative to drive the **bus**. No inspections involving road tests shall be made while **it is raining**, or while the driving surface is wet.

3.08.00 Steering System - Inspect for:

The steering system should be inspected to determine that the steering linkage is not worn or jammed. Most steering mechanisms consist of upper and lower control arms, bushings, an idler arm, tie-rod ends, pittman arm **and** linkage, king pin, **ball** joints and wheel bearings, **Any** or **all** of these when worn will contribute **to free** motion in the steering wheel.

The following shall be checked while inspecting the steering **system**:

- A. Free motion of the steering wheel (motor running if equipped with power steering).
- B. **Up** and down movement of the steering column.
- C. Lateral play and top to bottom looseness in either front wheel.
- D. Looseness in front **end** parts.
- E. Condition of springs and spring shackles.
- F. Condition of the **steering** wheel.
- G. Power steering fluid levels.
- H. Power steering belts and hoses.
- I. "Jamming".
- J. **Side slip or scuff of front wheels.**

3.08.01 Steering System - **Reject** if:

- A. Free motion of the steering wheel is greater than 2 inches measured at the **outer** rim.
- B. **Up** and down movement of the steering column **is** greater than 1 inch.
- C. Lateral **play** or top to bottom looseness **exceeds** 1/4 inch measured at the **outside** bottom of the tire.
- D. Front end parts are **loose** or show signs of excessive wear,
- E. Springs, spring bolts, or spring nuts are broken or missing; **or** spring hangers and spring shackles are damaged; or spring pins and bushings having more than 1/4 inch travel measured at the shackle.
- F. **Steering** wheel inner metal ring is exposed.
- G. Power steering fluid levels are **below** the "add" level,
- H. **Power** steering **belts** are excessively worn; or power **steering** hoses **are loose** or **leaking**; or steering seals **are leaking**.
- I. "Jamming" **is noted** when the wheels **are being** turned full right or full left while the **bus is jacked up**.

- J. Improper tire wear is indicated, due to poor alignment or front suspension problems,

3.09.00 Windshield Wipers - Inspect for:

All school buses shall be equipped with two positive action windshield wipers which operate at a minimum of two speeds.

The following shall be checked while inspecting the windshield wipers:

- A. Proper operation of the wipers at all speeds.
- B. Blade condition.

3.09.01 Kindshield Wipers - Reject if:

- A. All wipers do not work at all speeds.
- B. Wipers (while off) do not return to the proper position so as not to obstruct the driver's view.
- C. Any blades are cracked, broken or missing.
- D. Any blades are scratching the windshield.

3.10.00 Horns - Inspect for:

Every school bus shall be equipped with at least two horns capable of providing a total sound level of at least 120 decibels (capable of being heard from a distance of not less than 200 feet).

The following shall be checked while inspecting the horns:

- A. Sound level.
- B. Placement of the horn switch.

3.10.01 Horns - Reject if:

- A. One or both horns are not operating.
- B. The horns cannot be heard from a distance of at least 200 feet away.
- C. Horn switch is not within the normal reach of the driver and/or is not prominently marked.

3.11.00 Exhaust System; Fuel System; Engine Compartment - Inspect for:

Every school bus shall be equipped with an exhaust system in good working order and in consistent operation including the muffler, manifold pipe and tail piping, to prevent excessive or unusual noise. The engine compartment on every school bus should be visually and audibly inspected for fluid leaks, worn or frayed belts and frayed electrical wiring.

The following shall be checked while inspecting the exhaust system, fuel system, and engine compartment:

- A. Leaks in the exhaust system.
- B. Attachment of the exhaust system.
- C. Leaks in the fuel lines.

D. Fuel tank mounting.

E. Electrical Wiring.

3.11.01 Exhaust System; Fuel System; Engine Compartment
- Reject if:

A. There is any leak within the exhaust system.

B. There are patches on or loose baffles in the muffler.

C. The tail pipe is excessively bent or mashed.

D. The tail pipe does not extend past the rear wheels and exit either side, or the rear of the bus.

E. The tail pipe protrudes more than 2 inches from the exterior of the bus.

F. There are brackets or clamps broken or missing from the exhaust system.

G. There are any leaks in the fuel system.

H. There is looseness or chaffing in the mounting of fuel lines or fuel tank.

I. There are broken or missing fuel tank straps.

J. There are excessive oil leaks or frayed wires in the engine compartment which may cause a fire.

3.12.00 Exit Systems - Inspect for:

The exit systems for all school buses shall be in good working order and must be capable of being opened by a school age child without undue effort.

The following shall be checked while inspecting the exit systems:

- A. Service door.
- B. Emergency door.
- C. Emergency windows.
- D. Locking devices.
- E. Warning signs.
- F. Warning buzzer.

3.12.01 Exit Systems - Reject if:

- A. The service door cannot be opened from the driver's seat.
- B. The service door does not stay fastened to protect against accidental opening.
- C. Window panels in the service door do not consist of safety glass or the safety material known as "Lexan".
- D. The service door is not lined with a flexible material to protect fingers if accidentally caught.

- E. The **service door** locking device (if equipped) does not incorporate a **positive** unlocking feature to prevent accidental **locking** during bus operation (buses manufactured after December 1986, may only **be** equipped with **a** lock on the service door which has been installed at the factory by the manufacturer).
- F. The emergency door is not free of obstructions and cannot be easily opened from the inside or outside.
- G. The emergency door is not hinged on the right side, and if the hinges are **rusty** or stiff.
- H. The emergency door is not equipped with a **door** stop which permits **the door** to be opened at **least** 150 degrees and protects the body lights from being damaged by the open door.
- I. The inside header of emergency door is not padded with an absorbent material, a minimum of **3** inches wide (padding not required on buses manufactured prior to November 1972).
- J. The emergency door is not **equipped** with an interior handle **that** extends approximately to the center of the emergency door **and** is **protected** with a cover to prevent **accidental release**.
- K. The **emergency door** inner handle is not designed to **release** by **lifting up**.

- L. The emergency door has no exterior handle to allow opening from outside.
- M. There are any **locks**, hasps, slide bolts or "dead" bolts mounted anywhere on the emergency door, or any other positive locking device, except those **buses** equipped with an ignition interlock system.
- N. The ignition interlock system is inoperative (when applicable).
- O. **Warning** buzzer is not operative on the emergency door or any emergency window when the emergency door or window **is ajar or opened**. (Not required before January 1, 1967.)
- P. Any emergency door or window is not marked "Emergency Door", "Emergency Exit", or "Emergency Window" on the inside and outside of the bus, at least 2 inches above the window or door.
- Q. Any emergency door or window inside release does not have clear concise operating instructions.

3.13.00 Mirrors - Inspect for:

Every school bus shall be equipped with an inside rear view mirror and two outside **rear view** mirrors which provide a clear view to the rear **for** a distance of at **least** 200 feet.

All school **buses** manufactured **after** November 1968, shall be equipped with **a** convex crossover mirror mounted on the right front. All **school buses manufactured after** November 1978, shall also be equipped with **a** convex crossover

mirror mounted on the left front. Each convex crossover mirror shall be mounted in such a way as to give a seated bus driver a clear view of area directly in front of the front bumper.

All school buses manufactured after November 1980, shall be equipped with a convex sideview mirror mounted on the right front in addition to the convex crossover mirrors. All school buses manufactured after September 1984, shall also be equipped with a convex sideview mirror mounted on the left front. Each convex sideview mirror shall be mounted in such a way as to give a seated bus driver a clear view of the area around each rear tire.

The following shall be checked while inspecting the mirrors:

- A. **Condition** of the mirrors.
- B. Mounting of the mirrors.
- C. Size of the mirrors.

3.13.01 Mirrors - Reject if:

- A. Listed criteria are not met.
- B. **Any** mirror is cracked, **broken**, or discolored to the point that it interferes with the driver's ability to **see clearly**.
- C. There are any decals or other nontransparent **materials placed** on the mirrors.

- D. Any mirror is not securely mounted or is mounted in such a way as it interferes with the driver's ability to see forward.
- E. The inside rear view mirrors on Type "B", "C" and "D" buses do not measure at least 6 inches by 30 inches. (Type "A" buses may have the manufacturer's standard mirror or larger.)
- F. Either the right or left outside rear view mirrors on type "B", "C" or "D" buses are less than 50 square inches overall. (Type "A" buses are exempt from this size requirement.)
- G. Convex crossover mirrors or convex sideview mirrors are not at least 7 1/2 inches in diameter.

3.14.00 **Fire Extinguisher** - Inspect for:

Every school bus shall be equipped with at least one fire extinguisher, located in a securely mounted bracket either in the emergency equipment compartment at the front of the bus or in the driver's compartment, where it is in plain view and readily accessible. All fire extinguishers shall bear the label of Underwriters Laboratories, Inc. showing a rating of not less than 2A-10BC (5 pounds ABC Type), Buses manufactured before November 1980 shall be equipped with an extinguisher rated at not less than 10BC (2½ pounds BC Type).

The following shall be checked while inspecting the fire extinguisher:

- A. Proper mounting.
- B. Extinguisher rating.

C. Annual inspection tag.

3.14.01 Fire Extinguisher - Reject if:

- A. Fire extinguisher is not fully charged.
- B. Fire extinguisher is not securely mounted or is not mounted in the proper location.
- C. Fire extinguisher is **not** of **the** proper rating.
- D. Annual inspection tag shows the extinguisher has not been inspected by a properly licensed fire equipment company within the past year.

3.15.00 First Aid Kit - Inspect for:

Each school bus shall be equipped with a properly supplied first aid kit securely mounted in a bracket, either in the emergency equipment compartment at the front of the bus or in the driver's compartment, where it is in plain view and readily accessible. Each first aid kit **may** be plastic or metal, provided that it **closes** securely and is moisture **and** dust proof.

The following shall be checked while inspecting the first aid kit:

- A. Proper mounting.
- B. Approved type container.
- C. Proper contents (the following contents **are based** upon specifications established by the **State**

Department of Education and vary depending upon the year the bus was manufactured).

1 Buses manufactured in 1965

Bandage compress (sterile gauze pads) 4".....	2 pkgs.
Bandage compress (sterile gauze pads) 2".....	2 pkgs.
Adhesive absorbent bandage (adhesive tape) 1".....	3 pkgs.
Triangular bandage, 40".....	2 pkgs.
Gauze bandage, 4".....	1 pkg.
Absorbent gauze compress.....	1 pkg.
Antiseptic applicators (swab type) (Iodine or nitromersol tincture N.F. or thimersol N F)	2 pkgs
Ammonia inhalants.....	1 pkg.
Tourniquet and forceps.....	2 pkgs

2. Buses manufactured from 1966 to 1968

4-inch bandage compress.....	1 pkg.
2-inch bandage compress.....	1 pkg.
1-inch adhesive compress.....	2 pkg
40-inch triangular bandage with two safety pins.....	1 pkg.
Burn ointment.....	1 pkg.
Iodine applicator or applicator of other antiseptic solutions of at least equivalent bacteriological properties....	1 pkg
Wire splint	1 pkg
Tourniquet	1 pkg

3. Buses manufactured from 1969 to 1984

4-inch **bandage compress**.....2 **pkgs.**
2-inch **bandage compress**.....1 **pkg.**
1-inch **bandage compress**.....2 **pkgs.**
40-inch **triangular bandage** with two
safety **pins**.....1 **pkg.**
Eye dressing **packet**.....1 **pkg.**
Wire splint.....1 **pkg.**
Tourniquet.....1 **pkg.**

4. Buses manufactured from 1985 to present

1-inch adhesive bandages.....2 **pkgs.**
40-inch triangular bandage with two
safety pins..... **pkg.**
4" X 4" sterile gauze pads., .6 **pkgs.** of 2 ea.
2-inch rolled **curlex bandage six feet**
in length.....2 **rolls**
1-inch roll adhesive **tape 2 1/2 yards**
in length..... **roll**
Eye dressing packet.....2 **pkgs.**

3.15.01 First Aid Kit - Reject if:

- A. The **first aid kit** is not **securely mounted** or is **not mounted** in the **proper location**.
- B. The **first aid kit** cannot be **easily detached** from **its bracket** and made portable if **necessary**.
- C. The **first aid kit** supplies are not **housed** in an

approved container or, if approved, container is damaged or does not close securely.

- D. The first **aid** kit is not equipped with the required contents. (Any bus **may** be equipped with the most recently approved first aid kit. However, if the kit is not of a type currently **approved**, then it must comply with the State Department of Education criteria governed by the year of **bus** manufacture.)

3.16.00 Emergency Warning Devices - Inspect for:

All school buses shall **be** equipped with three red reflective triangles or three red reflectors. The triangles or reflectors shall be securely mounted in a bracket, either in the emergency equipment Compartment at the front of the bus or in the driver's compartment, where they are made easily accessible.

The following shall be checked while inspecting the emergency warning devices:

- A. hlounting.
- B. Condition of the warning devices.

3.16.01 Emergency Warning Devices - Reject if:

- A. The warning devices are not properly mounted or are not mounted in the proper location.
- B: Any warning device is cracked or broken **to** the

point it loses its effectiveness.

- C. Any warning device is not marked "D.O.T. approved".

3.17.00 Windshield/Windows - Inspect for:

Every school bus shall be equipped with a windshield which is comprised of safety glass approved by the Federal D.O.T. All other windows may be comprised of federally approved safety glass or the safety material know as "Lexan".

The following shall be checked while inspecting the

- A. Type of glass.
- B. Condition of the glass.
- C. Tint of the glass.

3.17.01 Windshield/Windows - Reject if:

- A. The windshield is not comprised of approved safety glass.
- B. There are nontransparent materials (except those required by law) attached to or dangling in front of the windshield or the side windows to the immediate right or left of the driver.
- C. There are any cracks in the windshield more than two inches long and are located more than six inches from the outer edge of the windshield.

- D. The windshield is smoked, permanently fogged, or discolored more than two inches from the window's outer edge or in such a manner as to restrict; the driver's vision of any exterior mirror.
- E. The windshield is pitted, chipped, or has "stone" or "shot" marks more than two inches in diameter and are located more than two inches from the outer edge of the windshield.
- F. The windows to the immediate right or left of the driver have been replaced by a nontransparent material.
- G. Any window glass is missing.
- H. Any window glass is broken or splintered which may cause injury if touched. (In any glass other than the windshield small hairline cracks should be noted, but replacement is not necessary.)
- I. Any window tinting **does** not **comply** with the requirements of Chapter 316, F.S.

3.18.00 Color and Lettering - Inspect for:

All vehicles displaying the wording "School Bus" must be painted national school bus chrome. However, the roof may be painted white providing the white color does not extend below the drip rail and that the front and rear caps remain yellow.

All trim on a school bus painted national school bus chrome must be black in color except the rear bumper which

may be painted or covered with a white reflective material in an alternate diagonal fashion.

All lettering on **a** school bus painted national school bus chrome must also be **black** in color.

The lettering shall be limited to the name of the school, district, or name of the owner or operator. This lettering will only be permitted on the sides of the **bus**. Bus numbers are also permitted on the sides. However, the number of the **bus** may also be painted, in white, in the middle of the front bumper.

The following shall be checked while inspecting the color and lettering of each school bus:

- A. Proper coloring.
- B. Type and size of the lettering.
- C. Prohibited items.

3.18.01 Color and Lettering - Reject if:

- A. The listed criteria are not met
- B. The words "School **Bus**" in black letters at **least** eight **inches** high **are** not present on both the front and rear of the **bus**.
- C. There is any lettering on the side of **bus** **other** than what is permitted, or lettering is **any** color **other than black**.

D. There are any prohibited items such as: posters, advertisements, bumper stickers or any other signs or symbols including a school logo. (Exceptions are the manufacturer's identification plate and handicap decals.)

E. The handicap decals are placed on the bus at other

1. Front - on the driver's side of the front bumper,

2. Rear - on the emergency door centered between the two windows.

3. Sides - on the same plane as the lettering, following the name of the school or the owner/operator.

3.19.00 Rub Rails - Inspect for:

Every school bus shall be equipped with one rub rail located at seat level which will encircle both sides of the bus. This rub rail will begin at the service door post and will extend rearward around the body of the bus (except for the emergency door) to the point of curvature near the cowl of the left side. Each bus will be equipped with a second rub rail located at floor level. This rub rail shall cover the same longitudinal area as the upper rail, except at the wheel housing, and will only extend to the beginning of the curvature of both the right and left rear corners.

The following shall be checked while inspecting the rub rails:

- A. Placement.
- B. Mounting.
- C. Color.
- D. Construction.

3.19.01 Rub Rails - Reject if:

- A. The rub rails are not properly located.
- B. The rub rails are not securely attached, using two bolts, screws, etc., to secure them to each body post, and are not securely attached to all other upright structural members (rub rails may not be of the press-in or snap-in type).
- C. The rub rails are not four inches or more in width or are not constructed in a corrugated or ribbed fashion.
- D. The rub rails are not constructed of 16-gauge steel and are not black in color.

3.20.00 Bumpers - Inspect for:

The front bumper on all type "B", "C" and "D" school buses must extend the full width of the bus and be of channel type construction not less than eight inches wide. Type "A" buses may be equipped with the manufacturer's standard front bumper.

The rear bumper on all type "B", "C" and "D" school

buses must be constructed of pressed steel channel at least 3/16 of an inch thick. The rear bumper must be at least eight inches wide, ribbed faced and flanged two inches at the top and bottom. Each rear bumper must be of a wraparound design and shall fit the contour of the bus body. There shall be a seal which covers the space between the bumper and the body panel. Type "A" buses may be equipped with the manufacturer's standard rear bumper.

The following shall be checked while inspecting the bumpers:

- A. Mounting.
- B. Size.
- C. Color.
- D. Construction.

3.20.01 Bumpers - Reject if:

- A. The listed criteria are not met.
- B. Any bumper is not securely fastened to the chassis.
- C. Any bumper is not black in color except as provided by Section 3.18.00 of this Manual.

3.21.00 Pupil Warning Lamp System and Stop Arm - Inspect for:

All buses manufactured before January 1968 shall be

equipped with a dual warning lamp system mounted on the traffic side of the front and rear corners of the bus. Buses manufactured in or after January 1968 shall be equipped with a dual warning lamp system mounted on all four corners of the bus. The warning lamp combination shall consist of a seven-inch inner amber light alongside a seven-inch outer red light. Both lamps must be equipped with 5.7-inch diameter seal beams which may have plastic lenses. Both lamps must have a black background and be covered by a hood extending out not less than 2 1/2 inches.

All buses manufactured prior to September 1985 must be equipped with a stop arm which may be of the semaphore or octagon type. Buses manufactured in or after September, 1985 must be equipped with a stop arm of the octagonal type. Each stop arm must be mounted on the left side of the bus and located near the front. However, an optional second stop arm may be mounted on the left side of the bus near the rear. Each stop arm must be equipped with two double-faced, alternately flashing red lights. The word "STOP" must appear on both sides of the stop arm in six-inch white letters on a red background. On buses manufactured after April 1977, the white lettering must be reflectorized and the red background must have a white reflectorized border.

The following shall be checked while inspecting the pupil warning lamp system and stop arm:

- A. Pupil warning lamp configuration and design.
- B. Pupil warning lamp visibility.
- C. Stop arm lettering, lights, shape and location.

D. Proper operation of the pupil warning lamps and stop arm.

E. Pilot indicator lights.

3.21.01 Pupil Warning Lamp System and stop Arm - Reject if:

A. Listed criteria are not met.

B. Lenses are cracked, broken, faded or missing.

C. Lights fail to flash alternately.

D. Flashing lights cannot be seen for a distance of at least 500 feet.

E. The amber lights cannot be activated with the service door closed or do not deactivate when the service door is opened.

F. The red lights cannot be activated with the service door closed or do not flash when the door is opened.

G. The pilot indicator lights for the pupil warning lamp system are inoperative.

H. There is no master override switch present or the master override switch does not work properly.

I, The stop arm(s) will not deploy.

J. There are any audible vacuum or air leaks in the stop arm mechanism.

3.22.00 Drive Shaft Guards - Inspect for:

All school buses are required to be equipped with protective guards to prevent the drive shaft, if broken, from dropping to the ground or coming through the floor.

The following shall be checked while inspecting the drive shaft guards:

- A. Proper number.
- B. Proper mounting.

3.22.01 Drive Shaft Guards - Reject if:

- A. The bus is not equipped with the amount of guards
- B. If any guard or guard mounting is broken.

3.23.00 Neutral Safety Switch - Inspect for:

Every school bus equipped with an automatic transmission prevents the bus from being started in gear.

The following shall be checked while inspecting the

- A. Proper functioning.

3.23.01 Neutral Safety Switch - Reject if:

- A. The bus is not equipped with a neutral safety switch when required.

- B. The bus is able to be started in any gear other than park or neutral.

3.24.00 Tires and Wheels - Inspect for:

Every school bus shall be equipped with tires in good repair and with at least the minimum tire size required by the manufacturer.

The following shall be checked while inspecting the tires and wheels:

- A. Tire condition.
- B. Tire size,
- C. Tread depth.
- D. Tire inflation,
- E. Condition of wheel rims.

3.24.01 Tires and Wheels - Reject if:

- A. Any tire on the front of the bus is recapped or regrooved.
- B. Any tire is cut or torn on the outside of the tire deep enough to expose tire body cords (sidewall or tread surface).
- C. Any tire has a knot or bulge which would indicate weakness on the tire body.

D. Any tire is worn to the point where any part of the **ply** or **breaker** strip construction is exposed or:

1. Tires without tread wear indicators - shall not be worn to have less than $4/32$ inch of tread on the front and less than $2/32$ inch of tread on the rear, in any two adjacent major grooves at any three locations spaced equally around the circumference of the tire.

2. Tires with tread wear indicators - shall not be worn to the extent that the tread wear indicators contact the road in any two grooves at any three locations spaced equally around the circumference of the tire.

E. The bus is **equipped** with military treaded tires.

F. Any tire is under inflated to the extent it may **cause** the bus to pull toward the direction of the under inflated tire.

G. Any bus manufactured in or after January 1979 **is equipped** with split rims (lock rim wheels are acceptable).

H. Any rim or wheel flange is **loose, cracked, defective** or has more than $3/8$ of an inch run out.

I. Any of the lug bolts or nuts are **damaged, loose** or missing.

3.25.00 Seating - Inspect for:

Every seat on every school bus must be in good condition and must not have any tears, cuts or holes which expose the padding. The covering and padding on all seats must be made of a fire-resistant material which will not flash or explode upon contact with a spark or open flame. All seats on the school buses must face forward and be separated by an aisle at least 12 inches wide. However, on exceptional child buses flexibility in seating and spacing requirements to accommodate special devices shall be permitted.

The following shall be checked while inspecting the seating:

- A. Condition of the seats.
- B. Padding of the seats.
- C. Spacing and mounting of the seats.
- D. Driver's seat and seat belt.

3.25.01 Seating - Reject if:

- A. The listed criteria are not met.
- B. Any seat has exposed or protruding wire or springs.
- C. Any seat is excessively worn or torn and is repaired with tape. (Note: Tape may be used to repair tears or cuts of six inches or less in length or holes less than six square inches. However,

there shall be no more than three areas of tape on any seat. If tape is used, it shall be of a type designed specifically for the repair of vinyl seats. Use of adhesive, transparent or masking tape will not be accepted.)

- D. The back and the top of the seats on buses manufactured in or after 1976
- E. The padding on the top of the seat has fallen down leaving just the vinyl covering on top of the seat support.
- F. The seat stanchions are not securely mounted to the floor or if the seat cushions are not securely attached to the seat frame.
- G. The screws or bolts used in the seat back construction are exposed.
- H. The seat spacing does not provide a minimum of 25 inches of knee room.
- I. The driver's seat is not securely mounted and positioned behind the steering wheel.
- J. The driver's seat cannot be adjusted vertically or horizontally (adjustments must be independent of each other).
- K. The driver's seat is not equipped with a seat belt that is SAE approved (seat belt retractor required after 1982).

3.26.00 Bus Condition - Inspect for:

Every school bus must be maintained in good working order and must not be in such a condition which could cause potential harm to its occupants.

The following shall be checked while inspecting the overall condition of the bus:

A. Interior

1. Unsecured items.
2. Step well or interior lights,
3. Flooring.
4. Padding.
5. Driver's sun visor.
6. Condition of the body interior.
7. Compliance with State Department of Education School Bus Specifications.

B. Exterior

1. Condition of the body exterior.
2. Condition of the paint.
3. Compliance with State Department of Education School Bus Specifications.

3.26.01 Bus Condition - Reject if

A. Interior

1. There are any items that are not securely mounted such as brooms, trash containers, tools or spare tires.
2. There are any items mounted or placed in the driver's compartment which would affect the safe operation of the bus.
3. The flooring cover is not securely mounted to the floor or if the aisle and step well floor covering is not comprised of a nonskid material.
4. The upright stanchions on buses manufactured on or after January 1, 1972 are not padded.
5. Type "B", "C" or "D" buses are not equipped with a sun shield measuring at least 6 inches by 16 inches for the driver. (Type "A" buses may be equipped with the manufacturer's standard visor.)
6. Any step well light is out. (Nonfunctioning interior lights should be noted but replacement is not necessary.)
7. There are any interior body parts which are body which could cause injury.

8. Any other interior safety item is found to be in violation of the school bus specifications, as established by the State Department of Education, for the year of which the bus **was** manufactured.

B. Exterior

1. There are any exterior **body** parts which are defective, dislocated or protruding from the bus which could cause injury.
2. There are damaged or improper hood latches which could interfere with the safe operation of the bus.
3. The body paint is faded or peeling away to the point it loses its effectiveness as national school bus chrome.
4. If any other exterior safety item is found to be in violation of the school bus specifications, as established by the State Department of Education, for the year of which the bus was manufactured.

3.27.00 Tag/Tag Lamp - Inspect for:

Every school **bus** shall display a valid tag which **shall** be mounted on the **rear** of the **bus**. Each tag shall be securely fastened to the outside of the **bus** in an upright position **and** shall be **plainly visible and legible**. Every school bus **shall** be equipped with a tag lamp mounted **over** the tag. Such lamp shall be **capable** of illuminating the tag rendering it clearly **legible** from a distance of **50** feet.

The following shall be checked while inspecting the tag and tag lamp:

- A. Validity of the tag.
- B. Mounting of the tag.
- C. Legibility of the tag.
- D. Wiring of the tag lamp.
- E. Intensity of the lamp.

3.27.01 Tag/Tag Lamp - Reject if:

- A. The tag is expired or is not registered to the bus it is displayed upon.
- B. The tag is not properly mounted.
- C. The tag is altered, mutilated or defaced.
- D. The tag is not clearly visible and legible.
- E. The tag lamp wiring is frayed or its electrical connections are poor.
- F. The tag lamp does not illuminate simultaneously with the headlights.
- G. The tag lamp does not meet the lighting intensity as required by Chapter 316, F.S.

3.28.00 Liability Insurance - Inspect for:

Every school bus will carry liability insurance in the minimum amount **as** required in Section 234.03, Florida Statutes, to protect the pupils it is transporting. The amount shall be **equal to \$5,000 multiplied by the rated seating capacity of the bus, or \$100,000.00, whichever is greater.**

The following shall be checked while inspecting the liability insurance:

- A. The expiration date of the insurance policy.
- B. The amount of insurance.

3.28.01 Liability Insurance - Reject if:

- A. The school bus does not carry liability insurance.
- B. The school bus does not carry the required amount.

3.29.00 Unsafe Equipment

Any school bus with one or more of the following defects will **be** automatically declared as "unsafe" and the bus must be immediately discontinued from use

- A. Lights
 - 1. Pupil warning lamps are inoperative or **are** not operating **properly.**
 - 2. **Both brake** lights **are** inoperative.
 - 3. Both taillights are inoperative.

4. Both headlights **are** inoperative.

B. Brakes

1. When any part, component or the **performance of the brake system fails to meet** any of the **criteria** listed in Section 3.07.00 of this Manual.

C. Steering

1. When any **part, component or performance of the steering system fails to meet any of the criteria** listed in Section 3.08.00 of this Manual.

D. Windshield Wipers

1. The windshield wiper on the **driver's side** is inoperative.

2. The windshield **wiper blade** on the **driver's side** is broken or missing.

E. Horns

1. When both horns **are inoperative.**

F. Exhaust System/Fuel System

1. **If there is any leak within the exhaust system.**

2. **If any part of the exhaust system is missing.**

3. If there is any leak within the fuel system.

G. Exit Systems

1. When any part, component or the performance of the exit systems fails to meet any of the criteria listed in Section 3.12.00 of this Manual.

H. Mirrors

1. If the bus is not equipped with the appropriate amount and type of mirrors as outlined in Section 3.13.00 of this Manual.

I. Fire Extinguisher

1. If the bus is not equipped with a fire extinguisher.
2. If the fire extinguisher is not charged.
3. If the fire extinguisher is not of the proper rating.

J. First Aid Kit

1. If the bus is not equipped with a first aid kit.
2. If the first aid kit is empty.

K. Windshield/Windows

1. When the windshield does not meet the criteria listed in Section 3.17.00 of this Manual.
2. When any window glass is cracked, broken or shattered, or splintered to the extent that it would cause injury if touched.

L. Tires and Wheels

1. When any tire or wheel fails to meet the criteria listed in Section 3.24.00 of this Manual.

M. Miscellaneous

1. When there are any damaged or loose body panels, molding, bumpers or other parts of the bus that would be likely to catch or tear clothing or inflict injury.
2. Any unsecured items within the bus which could become deadly projectiles in a collision.
3. When the Inspection Officer has reasonable cause to believe that a school bus is unsafe or does not comply with the criteria as outlined in this Manual, and the continued operation would present an unduly hazardous operating condition.

FLORIDA HIGHWAY PATROL
SCHOOL BUS INSPECTION AND STUDENT TRANSPORTATION MANUAL

CHAPTER 4

NONPUBLIC SCHOOL BUSES 23 PASSENGERS OR LESS

4.00.00 Introduction to the Chapter

The following safety requirements for nonpublic school buses with a seating capacity of 23 passengers or less are based upon Chapter 316, Florida Statutes, and Title 49, section 571, Code of Federal Regulations.

4.01.00 Headlights - Inspect for:

Every school bus shall be equipped with headlights which illuminate on both the high and low beams.

The following shall be checked while inspecting the headlamp system:

- A. Lenses.
- B. Wiring.
- C. Headlight aim.
- D. High-low beam indicator.
- E. Headlamp intensity.

4.01.01 Headlights - Reject if:

- A. Lenses are cracked or broken or do not meet SAE standards.

- B. Readily visible wiring is frayed or electrical connections are poor.
- C. Headlight aim is not proper.
- D. High-low beam indicator is not operative.
- E. Each headlamp does not burn on the high and low beams.
- F. High beam intensity is not capable of revealing persons and vehicles at a distance of at least 450 feet.
- G. Low beam intensity is not capable of revealing persons and vehicles at a distance of at least 150 feet.

4.02.00 Taillights - Inspect for:

Every school bus shall be equipped with at least two taillights, emitting red light plainly visible for a distance of 1000 feet.

The following shall be checked while inspecting the taillight system:

- A. Lenses.
- B. Wiring.
- C. Intensity.

4.02.01 Taillights - Reject if:

- A. Lenses are **cracked**, broken, faded or missing.
- B. Lenses are painted.
- C. Readily visible wiring is frayed or electrical connections are poor.
- D. Taillamps do not illuminate simultaneously with headlights.
- E. Taillights are not plainly visible for a distance of 1000 feet.

4.03.00 Brake Lights - Inspect for:

Ever! school bus shall be equipped with two brake lights activated on the application of the foot brake. Brake lights may be red or amber in color and must be visible from a distance of at least 300 feet to the rear of the bus.

The following shall be checked while inspecting the

- A. Lenses.
- B. Wiring.
- C. Intensity.

4.03.01 Brake Lights - Reject if:

- A. Listed criteria are not met.

- B. Lenses are cracked, broken, faded or missing.
- C. Lenses are painted.
- D. Readily **visible** wiring is **frayed** or electrical connections **are poor**.
- E. **Brake** lights **are not plainly visible** for a distance of 300 feet.

4.04.00 Directional signals - Inspect for:

Every school bus shall **be** equipped with directional signals on the front and rear. Directional signals on buses 80 inches or more in width shall be visible from a distance of not less than 500 ~~feet~~. Directional signals on buses less than 80 inches in width shall be visible from a distance of not less than 300 feet. Front directional signals shall be mounted on the **same level** and as widely spaced laterally as practicable and shall emit an amber or white light. Rear directional signals shall **be** mounted on the **same level** and as widely spaced laterally as practicable and shall emit an amber or red light. Each directional signal on every bus shall blink on and off to clearly indicate an intention to turn.

The following shall **be** checked while inspecting the directional signal **system**:

- A. Lenses.
- B. Wiring.
- C. Intensity.

D. Directional switch.

4.04.01 Directional Signals - Reject if:

A. Listed criteria are **not met**.

B. Lenses are **cracked, broken, faded or missing**.

C. Lens colors are other than amber or white to the front and red or amber to the rear.

D. Readily visible wiring is frayed or electrical connections are poor.

E. Directional switch is not convenient to the driver.

F. Proper indications are **not given for each** direction.

G. Signals do not flash **automatically**.

H. Signals **do not meet the lighting intensity as required** in Section 4.04.00 of this Manual.

4.05.00 Hazardous Warning Signals - Inspect for:

All school buses manufactured after January 1, 1967, shall be equipped with a four-way hazard warning system which will cause simultaneous flashing of directional lamps.

The following shall be checked while inspecting the hazardous warning signals:

A. Lenses.

B. Wiring.

C. Intensity.

4.05.01 Hazardous Warning Signals - Reject if:

- A. Listed criteria **are not** met.
- B. Lenses are cracked, broken, faded or missing.
- C. Lens colors are other than amber to the front and red or amber to the rear.
- D. Readily visible wiring is frayed or electrical connections are poor.
- E. Signals do not flash automatically.
- F. Signals do not meet the lighting intensity required for turn signals.

4.06.00 Clearance Lamps; Side Marker Lamps; Reflectors
- Inspect for:

Every school bus shall be equipped with two red reflectors mounted on the rear, one on each side, which may be incorporated with the taillamps. Every school bus 80 inches or more in width shall be equipped with two clearance lamps on the front and two clearance lamps on the rear mounted in such a manner as to indicate extreme height and width. Such a bus shall also be equipped on each side with two side marker lamps and two reflectors, with one of each mounted near the front and one of each mounted near the rear. All clearance lamps, side marker lamps, and reflectors mounted on or near the front shall display an amber color and all clearance lamps, side marker

lamps, and reflectors on or near the rear shall display a red color. All clearance lamps and all side marker lamps must be capable of being seen from all distances between 50 to 500 feet. All reflectors shall be capable of being seen from all distances between 100 to 600 feet.

The following shall be checked while inspecting lamps and reflectors:

- A. Lenses.
 - B. Wiring.
 - C. Intensity.
- 4.06.01 Clearance Lamps; Side Marker Lamps; Reflectors**
- Reject if:
- A. Listed criteria are not met.
 - B. Lenses are cracked, broken, faded or missing.
 - C. Readily visible wiring is frayed or electrical connections are poor.
 - D. Lens colors are other than amber to the front and red to the rear.
 - E. Lamps or reflectors do not meet the lighting intensity as required in Section 4.06.00 of this Manual.

4.07.00 Brakes - Service and Parking - Inspect for:
Every school bus shall be equipped with service brakes

adequate to control the movement of, and to stop and hold such bus under all conditions of loading, and on any grade incident to its operation.

The following shall be checked while inspecting the brake system:

- A. Any visible leak in system.
- B. Brake pedal receive (distance from floor when applied) and fade (falling toward floor while applied).
- C. Stopping distance.
- D. Equalization (even braking).
- E. Brake drum diameter and condition, or rotor thickness and condition (if accessible).
- F. Thickness and condition of brake linings.
- G. Fluid level(s) (including power assist pump, if equipped) and use of clean DOT-3 or greater brake fluid in master cylinder.
- H. Operation of the parking brake.
- I. Operation of the vacuum gauge and low vacuum indicator (if equipped) and/or brake failure warning light.
- J. Operation of service brake power assist.

K. Proper mounting and condition of **all brake** system components and hardware, including:

1. In-vehicle service brake components (pedal and lever assembly, pushrod).
2. Hydraulic assist pump and driver belt, if equipped.
3. Master cylinder and power booster (**including** frame-mounted **hydrovac**, if equipped).
4. Proper and secure routing, clamping and grommeting and condition of all **brake** lines and flexible hoses (including power assist system vacuum or hydraulic hoses).
5. Parking brake hardware (control **pedal**, lever or dash control valve, cable(s) and if equipped, drive shaft **parking** brake components).
6. Combination valve, proportioning valve or similar hydraulic system components.
7. External foundation brake hardware, as equipped (backing plates, wheel cylinder mounting **bolts and bleed screws, and caliper assemblies**).
8. Foot controls (brake, clutch and accelerator pedals).

4.07.01 Brakes - Service and Parking - Reject if:

- A. There are any visible leaks in the hydraulic system

or hydraulic **assist** system (including externally visible leaks from any wheel cylinder, caliper, or hydraulic assist **system** hoses or components).

- B. The **brake pedal** reserve upon a firm brake application is less than **one** inch for **power brakes** (engine running) or **two** inches for manual **brakes**.
- C. **Brake pedal fade** is present (pedal falls to floor when held **down** with engine off, indicating possible **hydraulic** system leakage).
- D. The brakes do not meet the following stopping distance requirements when stopping the bus on a level, dry, smooth, hard surface, free from loose material from speed of 20 miles per hour.

	Decelerometer Reading (feet per second per second)	OR	Stopping (at 20 mph from point of brake pedal application in feet)
Buses with a manufacturer's GVW rating of 10,000 pounds or less,	14		30
Buses , regardless of the number of axles, not having a manufacturer's GVW rating.	14		40

NOTE: Use of either decelerometer or stopping distance measurement is acceptable. Lockup of brakes is acceptable, but not necessary, provided brakes meet the equalization requirements in Subsection E.

- E. The brakes are not equalized. **The stopping** distance test in **Subsection D** should not result in **excessive** brake pulling (steering pulls sharply, **and/or bus will not stop** within a lane twelve feet wide).
- F. There is evidence (without pulling **wheels**) that any drum inside diameter is excessive, **as may be indicated by pronounced ridge (0.06 of an inch in thickness or greater)** on the braking **surface at the inside edge** of the brake drum (**edge closest to backing plate**), or the drum is **cracked** or damaged.
- G. There is **evidence that** any brake rotor (disc) thickness is **less** than manufacturer's recommended minimum, as may be indicated by pronounced **ridge** on the outer edge of **any rotor braking surface**, or rotor **braking surface** is excessively grooved or damaged.
- H. The **drum** brake shoe lining or **disc** brake **pad** lining is worn to the point **where** there is less than $\frac{2}{32}$ of an inch of **lining thickness above any rivet or bolt head (riveted or bolted linings)** or above the shoe or **pad platform (bonded linings)**.
1. Any **shoe or pad lining is contaminated with fluid, grease or oil.** (Shoe or **pad must be replaced, cleaning of shoe or pad is unacceptable.**)
3. There **is** evidence of shimming material **between any shoe or pad and the lining.**
- K. **There is evidence** of loose mounting, or **cracking**

of, or other damage to the linings.

- L. The brake fluid is not within 1/2 of an inch of top of either portion of master cylinder reservoir or is below "add" mark on remote reservoir.
- M. The brake fluid is excessively contaminated or not DOT-3 or greater specification.
- N. The parking brake does not hold the bus stopped when engine torque is applied by partially engaging clutch in second gear (manual transmission) or by placing the transmission in "Drive" (automatic transmission) and speeding up the engine to an idle of 1200 RPM's.
- O. The vacuum gauge malfunctions, or low vacuum indicator light and/or buzzer (if equipped) or brake failure warning comes on during normal operation. (Vacuum should be depleted by repeated applications of brakes when making this check.)
- P. The low vacuum indicator light and buzzer (if equipped) do not activate below 8 inches of mercury on the vacuum gauge. (This test is made by depleting vacuum with engine off and ignition on.)
- Q. The brake failure warning light does not light when the key is moved to the "start" position or by other means of checking lamp function.
- R. The power assist vacuum (if applicable) drops with the engine off and brakes not applied.

- S. The power assist malfunctions or is inoperative. This can be checked by **applying** brakes several times with the engine off to exhaust the power assist (if vacuum) and then holding brake pedal down while engine is started. Pedal should "fall away" slightly, indicating increased pressure **applied** on braking system when the power assist is activated. Vacuum assisted brakes **should have** sufficient reserve to provide at least one power-assisted brake application with the engine off.
- T. Any brake system component is out of adjustment, in poor condition, or is not routed or mounted properly as **evidenced** in **part** by the following:
1. The brake **pedal** rubber cover (if originally equipped) is missing or worn smooth or there are any problems with the pedal-and-lever assembly or pushrod.
 2. The hydraulic assist pump (if equipped) is damaged, extremely noisy or loosely mounted or if the drive **belt** is loose and/or damaged.
 3. The master cylinder or power booster mounting is loose, the reservoir dust cover is damaged, any **seal** is **leaking**, or **associated hardware** is loose.
 4. There are any brake lines or hoses which have loose connections, are worn, crimped, or are routed so as to create wear by heat, chafing,

vibration, or other factors. Such lines and hoses include steel brake lines, **rubber flexible** brake hoses, and hoses or vacuum lines for the power assist system.

5. **Parking** brake control, drive shaft parking brake (if equipped), and other components **are** malfunctioning or insecurely mounted.

If the cable (if equipped) is **frayed**, sticking, or otherwise functions poorly and/or is **routed** improperly.

6. Any hydraulic system **valve** is not securely mounted and/or is leaking.
7. Externally visible foundation **brake** hardware (as equipped - **backing** plates, wheel cylinder mounting bolts and bleed screws, caliper assemblies, etc.) is insecurely mounted, is damaged, or is **leaking**.
8. Foot **controls** (brake, clutch, or accelerator pedals) are modified from that of original manufacture by **adding** extensions or "extenders".

NOTE: FHP personnel will not drive or be in **actual** physical control of school **buses** while conducting bus inspections. If **the need arises for a bus** to be driven in order to further test the **brake** system, the inspection officer **shall request** the school to provide **a** representative to drive the **bus**. No inspections involving road tests shall be **made** while it **is raining**, or while driving surface **is** wet.

4.08.00 Steering System - Inspect for:

The steering system should be inspected to determine that steering linkage is not worn or jammed. Most steering mechanisms consist of upper and lower control arms, bushings, an idler arm, tie-rod ends, pitman arm and linkage, king pin, ball joints and wheel bearings. Any or all of these when worn will contribute to free motion in the steering wheel.

The following shall be checked while inspecting the steering system:

- A. Free motion of the steering wheel (motor running if equipped with power steering).
- B. Up and down movement of the steering column.
- C. Lateral play and top to bottom looseness in either front wheel.
- D. Looseness in front end parts.
- E. Condition of springs and spring shackles.
- F. Condition of the steering wheel.
- G. Power steering fluid levels.
- H. Power steering belts and hoses.
- I. "Jamming".
- J. Side slip or scuff of front wheels.

4.08.01 Steering System - **Reject** if:

- A. **Free** motion of the steering wheel is greater than 2 inches measured at the outer rim.
- B. **Up** and down movement of the **steering** column is greater than 1 inch.
- C. Lateral play or top to **bottom** looseness exceeds 1/4 inch **measured** at the outside **bottom** of the **tire**.
- D. Front end parts are loose or show signs of **excessive** wear.
- E. Springs, spring bolts, or spring nuts **are broken** or **missing**; **or** spring hangers and spring shackles are damaged; **or** spring **pins** **and** bushings with more than 1/4-inch travel measured at the shackle.
- F. Steering wheel inner medal ring is **exposed**.
- G. Power steering fluid levels are below the "**add level**".
- H. Power steering belts **are excessively** worn; **or** power steering **hoses** are loose or leaking; **or** steering seals are leaking.
- I. "**Jamming**" is noted when **the** wheels **are being** turned full right or **full left** while the **bus** is **jacked up**.
- J. Improper tire wear **indicated** due to **poor** alignment

or front suspension problems.

4.09.00 Windshield Wipers - Inspect for:

All school buses shall be equipped with two positive action windshield wipers which operate at a minimum of two speeds.

The following shall be checked while inspecting the windshield wipers:

- A. Proper operation of the wipers at all speeds.
- B. Blade condition.

4.09.01 Windshield Wipers - Reject if:

- A. All wipers do not work at all speeds.
- B. Wipers (while off) do not return to their proper position so as not to obstruct the driver's view.
- C. Any blades are cracked, broken or missing.
- D. Any blades are scratching the windshield.

4.10.00 Horn - Inspect for:

Every school bus shall be equipped with a horn capable of providing a total sound level of at least 120 decibels (capable of being heard from a distance of not less than 200 feet).

The following shall be checked while inspecting the horn:

- A. Sound level.
- B. Placement of the horn switch.

4.10.01 Horn - Reject if:

- A. The horn is not operating.
- B. The horn cannot be heard from a distance of at least 200 feet away.
- C. The horn switch is not within the normal reach of the driver and/or is not prominently marked.

4.11.00 Exhaust System - Inspect for:

Every school bus shall be equipped with an exhaust system in good working order and in constant operation including the muffler, manifold pipe, and tail piping, to prevent excessive or unusual noise.

The following shall be checked while inspecting the exhaust system:

- A. Leaks in the exhaust system.
- B. Attachment of the exhaust system.

4.11.01 Exhaust System - Reject if:

- A. There is any leak within the exhaust system.
- B. There are patches on or loose baffles in the muffler.

- C. The tail pipe is excessively bent or mashed.
- D. The tail **pipe** does not **extend** past the rear wheels and exit either side, or the rear of the bus.
- E. The tail pipe **protrudes** more than **two** inches from the exterior of the **bus**.
- F. There are brackets or **clamps** broken or **missing** from the exhaust **system**.

4.12.00 **Exit Systems - Inspect for:**

The exit systems for all school buses shall be in good working order and must be **capable** of being **opened** by a school age child without undue effort.

The following shall **be** checked while inspecting **the** exit systems:

- A. Service doors.
- B. Locking devices.

4.12.01 **Exit Systems - Reject if:**

- A. Any service door is not **free of obstructions** and cannot **be opened** from the **inside** or **out**.
- B. Any **service door** does not stay **fastened** to protect against accidental opening.
- C. There **are** any **locks**, **hasps**, **slide bolts** or **"dead"** bolts **mounted** anywhere on the **service door**.

- D. There are any other locking devices on any service door other than those installed at the factory by the manufacturer.

4.13.00 Inside Rear View Mirror - Inspect for:

Every school bus shall be equipped with an inside rear view mirror capable of giving the driver a clear view to the rear for a distance of at least 200 feet.

The following shall be checked while inspecting the inside rear view mirror:

- A. Condition of the mirror.
- B. Mounting of the mirror.

4.13.01 Inside Rear View Mirror - Reject if:

- A. The mirror is cracked, broken or discolored to the point that it interferes with the driver's ability to see clearly.
- B. There are any decals or other nontransparent materials placed on the mirror.
- C. The mirror is not securely mounted or is mounted in such a way as it interferes with the driver's ability to see forward.
- D. The mirror does not give the driver a clear view to the rear for a distance of at least 200 feet.

4.14.00 Fire Extinguisher - Inspect for:

Every school bus shall be equipped with at least one

fire extinguisher located in a securely mounted bracket in the driver's compartment, where it is in plain view and readily accessible. Each fire extinguisher shall bear the label of Underwriter's Laboratories, Inc., and shall be rated no less than 2 1/2 pounds ABC. Each fire extinguisher shall be equipped with a pressure gauge.

The following shall be checked while inspecting the fire extinguisher:

- A. Proper mounting.
- B. Extinguisher rating.
- C. Annual inspection tag.

4.14.01 Fire Extinguisher - Reject if:

- A. Fire extinguisher is not fully charged.
- B. Fire extinguisher is not securely mounted or is not mounted in the proper location.
- C. Fire extinguisher is not of the proper rating.
- D. Annual inspection tag shows the extinguisher has not been inspected by a properly licensed fire equipment company within the past year.

4.15.00 First Aid Kit - Inspect for:

Each school bus shall be equipped with a properly supplied first aid kit securely mounted in a bracket in the driver's compartment, where it is in plain view and readily accessible. Each first aid kit may be plastic

or metal, provided that it closes securely and is moisture and dust proof.

The following shall be checked while inspecting the first aid kit:

- A. Proper mounting.
- B. Approved type container.
- C. Proper contents as follows:

- 1-inch adhesive bandages.....2 pkgs.
- 40-inch triangular bandage with
two safety pins.....1 pkg.
- 4" X 4" sterile gauze
pads.....6 pkgs. of 2 ea.
- 2-inch rolled curlex bandage
six feet in length.....2 rolls
- 1-inch roll adhesive tape 2 1/2
yards in length.....1 roll
- Eye dressing packet.....2 pkgs.

4.15.01 First Aid Kit - Reject if:

- A. The first aid kit is not securely mounted or is not mounted in the proper location.
- B. The first aid kit cannot be easily detached from its bracket and made portable if necessary.
- C. The first aid kit supplies are not housed in an approved container or, if approved, container is damaged or does not close securely.

- D. The first aid kit is not equipped with the required contents. (Unit packaging may vary according to the manufacturer; however, each item listed must be included in the kit.)

4.16.00 Emergency Warning Devices - Inspect for:

Every school bus 80 inches or more in width shall be equipped with three red reflective triangles or three red reflectors. The triangles or reflectors shall be securely mounted in a bracket in the driver's compartment where they are made easily accessible.

The following shall be checked while inspecting the emergency warning devices:

- A. Mounting.
- B. Condition of the warning devices.

4.16.01 Emergency Warning Devices - Reject if:

- A. The warning devices are not properly mounted or are not mounted in the proper location.
- B. Any warning device is cracked or broken to the point it loses its effectiveness.
- C. Any warning device is not marked "D.O.T. approved".

4.17.00 Windshield/Windows - Inspect for:

All windows on every school bus shall be comprised of unbroken safety glass approved by the Federal D.O.T.

The following shall **be** checked **while** inspecting the windows :

- A. Type of glass.
- B. Condition of the **glass**.
- C. Tint of the **glass**.

4.17.01 Windshield/Windows - Reject if:

- A. The windshield or any other window is not comprised of approved safety glass.
- B. There are nontransparent materials (except those required by law) attached to or dangling in front of the windshield or the side windows to the immediate right or left of the driver.
- C. The windshield is **smoked, permanently fogged,** or discolored more than two inches from the window's outer edge or in such a manner as to **restrict** the driver's vision of any exterior mirror.
- D. The windshield is pitted, chipped, or has "stone" or "shot" marks more than two inches in diameter and are located more than two inches from the outer edge of the windshield.
- E. The windows to the immediate right or left of the **driver have been replaced by a nontransparent material,**
- F. Any window **glass** is missing.

G. Any window **glass is cracked or broken.**

H. Any window tinting **has the effect of making any window on the bus nontransparent or if the window tinting identification label is not affixed to the appropriate door jam.**

4.18.00 Tires and Wheels - Inspect for:

Every **school bus shall be equipped with tires in good repair and with at least the minimum tire size required by the manufacturer.**

The following shall be checked while inspecting the tires and wheels:

- A. **Tire condition.**
- B. **Tire size.**
- C. **Tread depth.**
- D. **Tire inflation.**
- E. **Condition of wheel rims.**

4.18.01 Tires and Wheels - Reject if:

- A. **Any tire on the front of the bus is recapped or regrooved.**
- B. **Any tire is cut or torn on the outside of the tire deep enough to expose tire body cords (sidewall or tread surface),**

- C. Any tire has a knot or bulge which would indicate weakness on the tire body.
- D. Any tire is worn to the point where any part of the ply or breaker strip construction is exposed or:
 - 1. Tires without tread wear indicators - shall not be worn to have less than 4/32 inch of tread on the front and less than 2/32 inch of tread on the rear, in any two adjacent major grooves at any three locations spaced equally around the circumference of the tire.
 - 2. Tires with tread wear indicators - shall not be worn to the extent that the tread wear indicators contact the road in any two grooves at any three locations spaced equally around the circumference of the tire.
- E. Any tire is under inflated to the extent it may cause the bus to pull toward the direction of the under inflated tire.
- F. Any rim or wheel flange is loose, cracked, defective or has more than 3/8 of an inch run out.
- G. Any of the lug bolts or nuts are damaged, loose or missing.

4.19.00 Seating - Inspect for:

Every seat on every school bus must in good condition and must not have any tears, cuts or holes which expose

the padding. The covering and padding on all seats must be made of a fire-resistant material which will not flash or explode upon contact with a spark or open flame. All seats on the school buses must face forward and be securely anchored to the floor of the bus.

The following shall be checked while inspecting the seats:

- A. Condition of the seats.
- B. Padding of the seats.
- C. Mounting of the seats.

4.19.01 Seating - Reject if:

- A. The listed criteria are not met.
- B. Any seat has exposed or protruding wire or springs.
- C. Any seat is excessively worn or torn and is repaired with tape. (Note: Tape may be used to repair tears or cuts of six inches or less in length, or holes less than six square inches. However, there shall be no more than three areas of tape on any seat. If tape is used, it shall be of a type designed specifically for the repair of vinyl seats. Use of adhesive, transparent or masking tape will not be accepted.)
- D. The seat stanchions are not securely mounted to the floor or if the seat cushions are not securely attached to the seat frame.

E. The seats are not facing forward.

F. Any seat is mounted upon a swivel (Example: "Captain Chairs".)

4.20.00 Bus Condition - Inspect for:

Every school bus must be maintained in good working order and must not be in such a condition which could cause potential harm to its occupants.

The following shall be checked while inspecting the overall condition of the bus:

A. Interior

1. Unsecured items.
2. Condition of the body interior.

B. Exterior

1. Condition of the body exterior.
2. Prohibited items.

4.20.01 Bus Condition - Reject if:

A. Interior

1. There are any items that are not securely mounted such as brooms, trash containers, tools or spare tires.

2. There are any items mounted or placed **in the** driver's compartment which would affect the safe operation of the bus.
3. There are any interior body parts which **are** defective, dislocated or protruding from **the body** which could **cause** injury.

B. Exterior

1. There are any exterior body parts which **are** defective, dislocated or protruding from the bus which could **cause** injury.
2. There are any prohibited items such as:
 - a. A pupil warning lamp system.
 - b. **An** extended stop arm.
 - c. The lettering "School Bus"

4.21.00 Tag/Tag Lamp - Inspect for:

Every school bus shall display **a** valid tag which shall be mounted on **the rear** of the bus. Each tag shall be securely fastened to the outside of the bus in an upright position **and** shall **be** plainly **visible** and legible. **Every** school bus shall be equipped with **a tag lamp** mounted **over** the tag. Such lamp shall be **capable** of illuminating the tag rendering it clearly legible from a distance of 50 feet.

The following shall be checked while **inspecting the tag and tag lamp**:

- A. Validity of the tag.
- B. Mounting of the tag.
- C. Legibility of the tag.
- D. Wiring of the tag lamp.
- E. Intensity of the lamp.

4.21.01 Tag/Tag Lamp - Reject if:

- A. The tag is expired or is not registered to the bus it is displayed upon.
- B. The tag is not properly mounted.
- C. The tag is altered, mutilated or defaced.
- D. The tag is not clearly visible and legible.
- E. The tag lamp wiring is frayed or its electrical connections are poor.
- F. The tag lamp does not illuminate simultaneously with the headlights.
- G. The tag lamp does not meet the lighting intensity as required by Chapter 316, F.S.

4.22.00 Liability Insurance - Inspect for:

Every school bus will carry liability insurance to protect the pupils it is transporting. The amount shall

be equal to \$5,000 multiplied by the rated seating capacity of the bus, or \$100,000.00, whichever is greater.

The following shall be checked while inspecting the liability insurance:

- A. The expiration date of the insurance policy.
- B. The amount of insurance.

4.22.01 Liability Insurance - Reject if:

- A. The school bus does not carry liability insurance.
- B. The school bus does not carry the required amount.

4.23.00 School Bus Driver Certificate - Inspect for:

The driver of every nonpublic school bus shall be required to be certified by the Department of Highway Safety and Motor Vehicles in order to operate such school bus. During time of use, such certificate must be posted in the bus. However, a school may have several drivers assigned to drive one bus and permanent posting would be impractical. Therefore, at the time of inspection each school or bus owner need only produce one valid driver certificate per bus.

The following shall be checked while inspecting the driver certificate:

- A. Legibility of the certificate.
- B. Validity of the certificate.

4.23.01 School Bus Driver Certificate - Reject if:

- A. The school bus driver certificate is not valid.
- B. Any certificate is illegible or appears to have been altered.
- C. The certificate is expired.

4.24.00 Unsafe Equipment:

Any school bus with one or more of the following defects will be automatically declared as "unsafe" and the bus must be immediately discontinued from use.

A. Lights

- 1. Both brake lights are inoperative.
- 2. Both taillights are inoperative.
- 3. Both headlights are inoperative.

B. Brakes

- 1. When any part, component or the performance of the brake system fails to meet any of the criteria listed in Section 4.07.00 of this manual.

C. Steering

- 1. When any part, component or the performance of the steering system fails to meet any of the criteria listed in Section 4.08.00 of

this Manual.

D. Windshield Wipers

1. The windshield wiper on the driver's side is inoperative.
2. The windshield wiper blade on the driver's side is broken or missing.

E. Horn

1. When the horn is inoperative.

F. Exhaust System

1. If there is any leak within the exhaust system.
2. If any part of the exhaust system is missing.

G. Exit Systems

1. When any part, component or performance of the exit systems fails to meet any of the criteria listed in Section 4.12.00 of this Manual.

H. Mirror

1. If the bus is not equipped with an inside rear view mirror capable of giving the driver a clear view of the highway for a distance of 200 feet to the rear.

I. Fire Extinguisher

1. If the bus is not equipped with a fire extinguisher.
2. If the fire extinguisher is not charged.
3. If the fire extinguisher is not of the proper rating.

J. First Aid Kit

1. If the bus is not equipped with a first aid kit.
2. If the first aid kit is empty.

K. Windshield/Windows

1. When the windshield does not meet the criteria listed in Section 4.17.00 of this Manual.
2. When any window glass is cracked or broken.
3. When any window is comprised of any glass other than approved safety glass.

L. Tires and Wheels

1. When any tire or wheel fails to meet the criteria listed in Section 4.18.00 of this Manual.

M. Seats

1. When any seat is not securely anchored to the floor.

N. Miscellaneous

1. When there are any damaged or loose body panels, molding, bumpers or other parts of the bus that would be likely to catch or tear clothing or inflict injury.
2. Any unsecured *items* within the bus which could become deadly projectiles in a collision.
- 3, When the Inspection Officer has reasonable cause to believe that a school bus is unsafe or does not comply with the criteria as outlined in this hlanual, and the continued operation would present an unduly hazardous operating condition.

FLORIDA HIGHWAY PATROL
SCHOOL BUS INSPECTION AND STUDENT TRANSPORTATION MANUAL

CHAPTER 5

INSPECTION FORMS AND PROCEDURES

5.00.00 Introduction to the Chapter

This Chapter establishes the necessary procedures for completing the required forms of the Florida Highway Patrol Student Transportation Section by its uniformed members in the performance of their duties.

5.01.00 FHP School Bus Inspection Form (HSMV 61228)

The FHP School Bus Inspection Form shall be used when inspecting:

- A. All public school buses.
- B. All nonpublic school buses with a seating capacity of 24 or more passengers.
- C. Nonpublic school buses with a seating capacity of less than 24 passengers which are painted national school bus chrome.

Each FHP School Bus Inspection Form is comprised of an original and two copies. The original (white sheet) shall be forwarded weekly to the Student Transportation Office in GHQ. The first copy (yellow sheet) shall be retained by the inspection officer who will be responsible for maintaining these forms in an orderly and current filing system. The second copy (pink sheet) shall be given to

the school bus owner, school contractor, or school transportation director, whichever applies. This pink sheet will act as a temporary inspection certificate and will permit a bus which has been rejected, but which is not declared as "unsafe", to be used for the ten-day period following the initial inspection.

5.01.01 Form Completion Procedure

These instructions shall be followed when completing the FHP School Bus Inspection Form. Each number corresponds to an item to be completed on the form as illustrated on page 5-5.

1. Type of Bus - Check (/) whether the bus is public or nonpublic.
2. Date - Enter the date the inspection is actually performed.
3. County - Enter the county in which the inspection is being performed.
4. School/Owner - Enter the name of the school owning the bus if it is a nonpublic vehicle and the name of the county owning the vehicle if it is a public bus.
5. Phone No. - Enter the business phone number of the owner or government entity, whichever may apply.
6. Address - Enter the business address (avoid post office box addresses when possible).

7. Liability Insurance - Enter the liability carrier.
8. Policy Number - Enter the liability insurance policy number.
9. Chassis Make - Enter the manufacturer's name (Example: Ford, GMC, Dodge, etc.).
10. Year - Enter the model year of the chassis.
11. Mileage - Enter mileage as shown on odometer.
12. Body Make - Enter the body manufacturer's name (Example: Bluebird, Superior, etc.).
13. Year - Enter the model year of the body.
14. Bus No. - Enter the number appearing on the body.
15. VIN - Enter the vehicle identification number as it appears on the VIN plate. (Do not depend on vehicle records for correct VIN number.)
16. Tag No. - Enter the tag number appearing on the vehicle.
17. Seating Capacity - Enter the seating capacity as stated by the manufacturer.
18. Inspected Items - Indicate each item inspected by placing a check (/) in either the pass (P) or fail (F) column, whichever is applicable, as the items are inspected.

19. National School Bus Chrome W/Black Trim - Check either yes (/) or no (/).
- A. All school buses inspected using this form are required to be painted national school bus chrome with black trim.
- B. Any **other** color configuration shall be rejected **except** those buses which have an exemption affidavit on file with the Student Transportation Office; **exempted** buses may be inspected as a courtesy and need **not** be yellow with black trim.
20. Comments - Any personal comments such as general condition, mechanical difficulties, etc., should be entered,
21. Inspected By - Print your name and affix your signature.
22. Certificate No. - Enter the inspection **certificate** number.
23. I.D. Number - Enter your **current** FHP I.D. number.
24. District - Enter your assigned district headquarters.
25. Reinspected By - Print your **name** and affix your signature. (The inspection officer shall initial those items listed in number 18 which have passed reinspection.)

26. Date - Enter the **date** reinspected.

27. Pass/Fail Information

A. **Approved** - Signifies the bus has met **all** of the requirements of the inspection.

B. **Rejected** - Means one or more items did not comply with inspection standards.


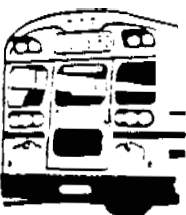


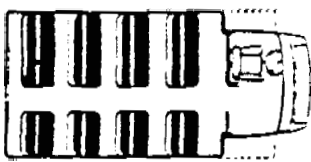
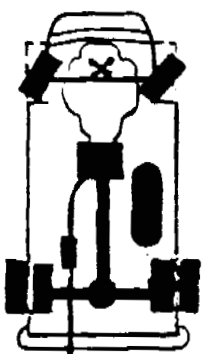
C. **Passed Reinspection** - Subsequent inspection has passed items which previously failed.

D. **Unsafe Vehicle** - Do not transport pupils and refer to Section 3.28.00 of this Manual.

NOTE: School buses declared "unsafe" for transporting pupils may not necessarily be unsafe for operation on the highway. EXAMPLE: A first aid kit and fire extinguisher are required on buses used to transport pupils; however, it is not a requirement under Section 316.610, F.S., which governs state vehicle safety standards.

Florida Highway Patrol SCHOOL BUS INSPECTION

Public School Bus ① Nonpublic School Bus
 Date ② Count ③
 School Owner ④ Phone No ⑤
(Area Code) (Number)
 Address ⑥ ⑦ ⑧ ⑨
(Street) (City) (State) (Zip Code)
 Liability Insurance ⑩ / ⑪
(Carrier) (Policy Number)
 Chassis Make ⑫ Year ⑬ Mileage ⑭
 Body Make ⑮ Year ⑯ Bus No. ⑰
 V. I. N. ⑱ Tag Number ⑲
(Serial) (Year) (Expires)
 Seating Capacity ⑳

  	<p style="text-align: center;">⑱ (Check Off ✓)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>P</th> <th>F</th> </tr> </thead> <tbody> <tr><td>1 Bumper (Black)</td><td></td><td></td></tr> <tr><td>2 Cross-over Mirror</td><td></td><td></td></tr> <tr><td>3 Headlights</td><td></td><td></td></tr> <tr><td>4 Marker Light</td><td></td><td></td></tr> <tr><td>5 Reflectors</td><td></td><td></td></tr> <tr><td>6 Windshield</td><td></td><td></td></tr> <tr><td>7 Wipers (2)</td><td></td><td></td></tr> <tr><td>8 8-Light Warning</td><td></td><td></td></tr> <tr><td>9 Lettering (8")</td><td></td><td></td></tr> <tr><td>10 4-Way Flashers</td><td></td><td></td></tr> <tr><td>11 Turn Signals Front</td><td></td><td></td></tr> <tr><td>12 Brake Lights</td><td></td><td></td></tr> <tr><td>13 Bumper (Black)</td><td></td><td></td></tr> <tr><td>14 Emergency Exit</td><td></td><td></td></tr> <tr><td>15 Lettering (8")</td><td></td><td></td></tr> <tr><td>16 Marker Lights</td><td></td><td></td></tr> <tr><td>17 Tag</td><td></td><td></td></tr> <tr><td>18 Taillight</td><td></td><td></td></tr> <tr><td>19 Reflectors</td><td></td><td></td></tr> <tr><td>20 Tailpipe</td><td></td><td></td></tr> <tr><td>21 8-Light Warning</td><td></td><td></td></tr> <tr><td>22 4-Way Flashers</td><td></td><td></td></tr> <tr><td>23 Turn Signals Rear</td><td></td><td></td></tr> <tr><td>24 Clearance Lights</td><td></td><td></td></tr> <tr><td>25 Safety Glass</td><td></td><td></td></tr> <tr><td>26 Semaphore Stop Arm</td><td></td><td></td></tr> <tr><td>27 School Name (4")</td><td></td><td></td></tr> <tr><td>28 Rub Rails</td><td></td><td></td></tr> <tr><td>29 Reflectors</td><td></td><td></td></tr> </tbody> </table>		P	F	1 Bumper (Black)			2 Cross-over Mirror			3 Headlights			4 Marker Light			5 Reflectors			6 Windshield			7 Wipers (2)			8 8-Light Warning			9 Lettering (8")			10 4-Way Flashers			11 Turn Signals Front			12 Brake Lights			13 Bumper (Black)			14 Emergency Exit			15 Lettering (8")			16 Marker Lights			17 Tag			18 Taillight			19 Reflectors			20 Tailpipe			21 8-Light Warning			22 4-Way Flashers			23 Turn Signals Rear			24 Clearance Lights			25 Safety Glass			26 Semaphore Stop Arm			27 School Name (4")			28 Rub Rails			29 Reflectors			  	<p style="text-align: center;">⑱ (Check One ✓)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>P</th> <th>F</th> </tr> </thead> <tbody> <tr><td>30 Clearance Lights</td><td></td><td></td></tr> <tr><td>31 Safety Glass</td><td></td><td></td></tr> <tr><td>32 School Name (4")</td><td></td><td></td></tr> <tr><td>33 Rub Rails</td><td></td><td></td></tr> <tr><td>34 Reflectors</td><td></td><td></td></tr> <tr><td>35 Service Door</td><td></td><td></td></tr> <tr><td>36. Outside R/V Mirror</td><td></td><td></td></tr> <tr><td>37. Electrical System</td><td></td><td></td></tr> <tr><td>38 Interior Lights</td><td></td><td></td></tr> <tr><td>39 Emergency Door</td><td></td><td></td></tr> <tr><td>40. Fire Extinguisher</td><td></td><td></td></tr> <tr><td>41. First Aid Kit</td><td></td><td></td></tr> <tr><td>42 Emer Warn Dev.</td><td></td><td></td></tr> <tr><td>43 Seals / Covered</td><td></td><td></td></tr> <tr><td>44 Seals (Anc F, F)</td><td></td><td></td></tr> <tr><td>45. Seat Belt (Driv.)</td><td></td><td></td></tr> <tr><td>46. Inside R/V Mirror</td><td></td><td></td></tr> <tr><td>47. Horn</td><td></td><td></td></tr> <tr><td>48. Steering System</td><td></td><td></td></tr> <tr><td>49. Susp. System</td><td></td><td></td></tr> <tr><td>50. Drive Shaft.</td><td></td><td></td></tr> <tr><td> Guard Shields</td><td></td><td></td></tr> <tr><td>51. Brakes</td><td></td><td></td></tr> <tr><td>52. Tires/Wheels</td><td></td><td></td></tr> <tr><td>53. Fuel System</td><td></td><td></td></tr> <tr><td>54. Exhaust System</td><td></td><td></td></tr> <tr><td>55. Other</td><td></td><td></td></tr> <tr><td> (See Comments)</td><td></td><td></td></tr> </tbody> </table>		P	F	30 Clearance Lights			31 Safety Glass			32 School Name (4")			33 Rub Rails			34 Reflectors			35 Service Door			36. Outside R/V Mirror			37. Electrical System			38 Interior Lights			39 Emergency Door			40. Fire Extinguisher			41. First Aid Kit			42 Emer Warn Dev.			43 Seals / Covered			44 Seals (Anc F, F)			45. Seat Belt (Driv.)			46. Inside R/V Mirror			47. Horn			48. Steering System			49. Susp. System			50. Drive Shaft.			Guard Shields			51. Brakes			52. Tires/Wheels			53. Fuel System			54. Exhaust System			55. Other			(See Comments)		
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National School Bus Yellow w/ Black Trim YES NO ⑲

COMMENTS ⑳
 Inspected By ㉑ ID # ㉒ District ㉓
 Certificate Number ㉔
 Reinspected By ㉕
 Date ㉖

Approved Rejected Passed Reinspection
 Unsafe Vehicle-Do Not Transport Pupils

NO CERTIFICATE WILL BE ISSUED UNTIL ALL ITEMS ARE FOUND SATISFACTORY FOR SAFE OPERATION AS PROVIDED IN CHAPTER 316, FLORIDA STATUTES.

NOTE: Initial Items Reinspected.

5.02.00 FHP Nonpublic School Bus Inspection Form
(HSMV 61229)

The FHP Nonpublic School Bus Inspection Form shall be used when inspecting nonpublic school buses with a seating capacity of less than 24 passengers which are not painted national school bus chrome. Each FHP Nonpublic School Bus Inspection Form is comprised of an original and two copies. The original (white sheet) shall be forwarded weekly to the Student Transportation Office in GHQ. The first copy (yellow sheet) shall be retained by the inspection officer who will be responsible for maintaining these forms in an orderly and current filing system. The second copy (pink sheet) shall be given to the school bus owner, school Contractor, or school transportation director, whichever applies. This pink sheet will act as a temporary inspection certificate and will permit a bus which has been rejected, but which is not declared as "unsafe", to be used for the ten-day period following the initial inspection,

5.02.01 Form Completion Procedure

These instructions shall be followed when completing the FHP Nonpublic School Bus Inspection Form. Each number corresponds to an item to be completed on the form as illustrated on page 5-9.

1. Date - Enter the date the inspection is actually performed.
2. County - Enter the county in which the inspection is being performed.
3. School/Owner - Enter the name of the school or individual owning the bus.

4. Phone No. - Enter the business phone number of the owner
5. Address - Enter the business address (avoid post office box addresses when possible).
6. Liability Insurance - Enter the liability carrier.
7. Policy Number - Enter the liability insurance policy number.
8. Chassis make - Enter the manufacturer's name (Example: Ford, GMC, Dodge, etc.).
9. Year - Enter the model year of the chassis.
10. Chassis Model - Enter the model name or, if unknown, enter "unknown".
11. Body make - Enter the body manufacturer's name (Example: Bluebird, Superior, etc.).
12. Year - Enter the model year of the body.
13. Body Model - Enter the model name or number of the body.
14. VIN - Enter the vehicle identification number as it appears on the VIN plate. (Do not depend on vehicle records for correct VIN number.)
15. Tag No. - Enter the tag number appearing on the vehicle.

16. Seating Capacity - Enter the seating capacity as stated by the manufacturer.
17. Inspected Items - Indicate each item inspected by placing a check (/) in either the pass (P) or fail (F) column, whichever is applicable, as the items are inspected.
18. Comments - Any personal comments such as general condition, mechanical difficulties, etc., should be entered here.
19. Inspected By - Print your name and affix your signature.
20. Certificate No. - Enter the inspection certificate number.
21. I.D. Number - Enter your current FHP I.D. number.
22. District - Enter your assigned district headquarters.
23. Reinspected By - Print your name and affix your signature. (The inspection officer shall initial those items listed in number 17 which have passed reinspection.)
24. Date - Enter the date reinspected.
25. Pass/Fail Information
 - A. Approved - Signifies the bus has met all

of the requirements of the inspection.

- B. Rejected - Means one or more items did **not** comply with inspection standards.
- C. **Passed** Reinspection - Subsequent inspection has passed items which previously failed.
- D. **Unsafe** Vehicle - If a bus is declared as unsafe, indicate it by writing "**unsafe**" in the space over the pass/fail box. Do not transport pupils and refer to Section 4,23,00 of this Manual.

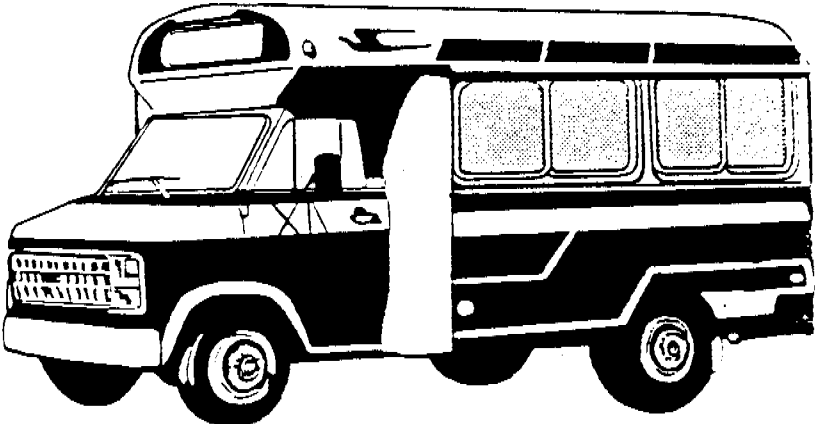
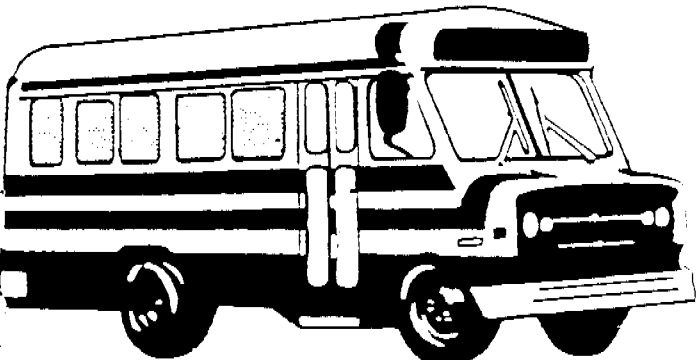
NOTE: A school bus declared "unsafe" for transporting pupils may not necessarily be unsafe for operation on the highway. EXAMPLE: A first aid kit and fire extinguisher are required on buses used to transport pupils; however, it is not a requirement of Section 316.610, F.S., which governs State vehicle safety standards.

Florida Highway Patrol
NONPUBLIC SCHOOL BUS INSPECTION
(Seating Capacity LESS Than 24 Pupils)

Date ① County ②
 School / Owner _____ Phone no ④
 _____ (Area Code) Number
 Address ⑤ _____ (City) _____ (State) _____ (Zip Code)

 Liability Insurance ⑥ _____ / _____ (Policy Number)
 _____ (Carrier)
 Chassis Make ⑧ _____ Year ⑨ _____ Model ⑩ _____
 Body Make ⑪ _____ Year ⑫ _____ Model ⑬ _____
 V. I. N. _____ Tag number ⑮ _____ (State) _____ (Year) _____ (Expires)

 Seating Capacity ⑯ _____



⑰ EXTERIOR (Check One ✓) (Check One ✓) (Check Out J)

- | | | |
|---------------------|-------------------------|--------------------------------|
| 1 Headlights | 6 Unbroken Safety Glass | 11. Reflectors |
| 2 Windshield | 7 Steering Mechanism | 12. Marker Lamps (If Reg.) |
| 3 Windshield Wipers | 8. Brakes | 13. Turn Signals |
| 4 Tires | 9. Brake Lights | 14. Non-leaking Exhaust System |
| 5 Horn | 10. Taillights | |

⑰ INTERIOR (Check One ✓ J) (Check One ✓ J)

- | | |
|-----------------------|---------------------------------------|
| 15. First Aid Kit | 17. Inside R/V Mirror |
| 16. Fire Extinguisher | 18. Seats (Anchored & Facing Forward) |

Approved Rejected
 Passed Reinspection

NO CERTIFICATE WILL BE ISSUED UNTIL ALL ITEMS ARE FOUND SATISFACTORY FOR SAFE OPERATION AS PROVIDED IN CHAPTER 316, FLORIDA STATUTES

⑱ COMMENTS _____
 Inspected By _____ ID# ⑳ District ㉑
 Certificate Number ㉒ _____
 Reinspected By _____ Date ㉓ _____

5.03.00 Weekly Inspection Report For Public/Nonpublic Buses By County

The Weekly Inspection Report shall be **prepared and** forwarded to the Student Transportation Office in EHQ no later than Friday for the preceding week, This report will accompany the FHP School Bus Inspection **and** FHP Nonpublic School Inspection Forms for the appropriate **week**. A copy of the Weekly Report shall be retained by the inspection officer and shall be filed locally.

5.03.01 Form Completion Procedure

These instructions shall **be** followed when completing the Weekly Inspection Form. Each number corresponds **to** an item to be completed on the form **as** illustrated on page 5-12.

1. Reporting Period - The reporting period shall begin on Friday and will end on Thursday of the following week. If Friday is the first **day** of the month enter as follows: 01/01 through 01/07/87.
2. Name - Enter your name.
3. I.D. Number - Enter your FHP I.D. number.
4. Troop - Enter the troop to which **you are assigned**.
5. Miles Driven Inspecting Buses - Enter the actual miles driven for the purpose of bus inspections.
6. Hours Spent Traveling to Inspect Buses - Enter the hours devoted to travel to and from inspection sites.

7. Hours Spent Inspecting Buses - Enter the time actually devoted to inspections.
 8. Hours Spent on Reports - Enter the time devoted to preparing bus inspection reports.
 9. Total Hours Worked - Enter the total number of hours worked during the week in all capacities.
 10. Amount of Per Diem - Enter the per diem expenses for the reporting period.
 11. Activity - Enter the number of arrests, warnings, and correction cards issued during the reporting period.
 12. Public Buses - Enter the number of public buses by county which are inspected, rejected, and reinspected.
- NOTE: Enter the number of buses grounded (declared as "unsafe" for student transportation).
13. Nonpublic Buses - Enter the number of nonpublic buses by county which are inspected, rejected, and reinspected.
 14. Total Number Of Buses - Enter the total number of public and nonpublic buses which you are responsible for inspecting.

WEEKLY INSPECTION REPORT FOR PUBLIC/NON-PUBLIC
BUSES BY COUNTY

REPORTING PERIOD ①

NAME: ② I.D.# ③ TROOP ④

- ⑤ MILES DRIVEN INSPECTING BUSES.
- ⑥ HOURS SPENT TRAVELING TO INSPECT BUSES.
- ⑦ HOURS SPENT INSPECTING BUSES.
- ⑧ HOURS SPENT ON REPORTS.
- ⑨ TOTAL HOURS WORKED.

\$ ⑩ AMOUNT FOR PER DIEM.

RESTS _____ WRITTEN WARNINGS _____ CORRECTION CARDS _____

⑫ PUBLIC BUSES

	CO. _____	CO. _____	CO. _____	CO. _____	TOTAL
#INSPECTED	_____	_____	_____	_____	_____
#REJECTED	_____	_____	_____	_____	_____
#RE-INSPECTED	_____	_____	_____	_____	_____
*\$BUSES GROUNDED	_____	_____	_____	_____	_____

⑬ NON-PUBLIC BUSES

	CO. _____	CO. _____	CO. _____	CO. _____	TOTAL
#INSPECTED	_____	_____	_____	_____	_____
#REJECTED	_____	_____	_____	_____	_____
RE-INSPECTED	_____	_____	_____	_____	_____

1) TOTAL NUMBER OF BUSES IN YOUR ASSIGNED TERRITORY: _____ PUBLIC BUSES
 _____ NON-PUBLIC BUSES

FLORIDA HIGHWAY PATROL
SCHOOL BUS INSPECTION AND STUDENT TRANSPORTATION MANUAL

CHAPTER 6

CERTIFICATION OF NONPUBLIC SCHOOL BUS DRIVERS

6.00.00 Introduction to the Chapter

This Chapter outlines the procedure to be followed for Department certification of nonpublic school **bus** drivers. The standards used to establish this procedure have been taken from Section 316.615(3), F.S., and Section 322.03(3), F.S. In order for a driver to be certified by the Department as a nonpublic school bus driver, he must:

1. Meet certain physical examination requirements.
2. Possess a valid chauffeur license.

Every driver of a nonpublic school bus must be certified by the Department of Highway Safety and Motor Vehicles. County certification will not circumvent state certification. Any requirement by a county to be certified by their jurisdiction will be in addition to, rather than a substitution for state certification.

6.01.00 Application for Certification to Drive a Nonpublic
School Bus (HSMV 61225)

The application for certification is **designed** to assure driver applicants possess a minimum basic qualification insofar **as** licensing requirements **and** physical health **are** concerned. This is due to **the level of responsibility** involved in transporting school pupils. The physical

requirements listed on the application have been established from the requirements for the certification of public school bus drivers by the State Board of Education. Each driver applicant is required to complete the Application for Certification to Drive a Nonpublic School Bus in its entirety and forward it to the Student Transportation Office in GHQ. The Director or his designee shall approve or deny each applicant based upon the information contained in the document.

6.01.01 Application Completion Procedure

The application as illustrated on page 6-4 is two-sided. The front side asks for general information about each applicant. The applicant shall answer every question on the front and certify his answers by signing his name. The back side of the application is divided into two parts. Part one, is a medical history which may be completed by the applicant or his physician. Part two lists the requirements for the physical examination which must be conducted by a licensed medical physician. The bottom of part two is for the physician's certification. This must be completed in its entirety and signed by the physician.

6.01.02 Grounds for Application Rejection

The Application for Certification to Drive a Nonpublic School Bus may be rejected for the following:

- A. Falsification of any information by the applicant. (Falsification may also subject the applicant to criminal charges as outlined in Chapter 839.13, F.S.)
- B. If any part of the application is incomplete.

- C. If the physician does not certify the applicant as being physically and emotionally qualified to safely operate a school bus.
- D. If the applicant, without physician certification or waiver, fails to meet any physical examination requirement.
- E. If the application is not signed and dated by a licensed medical physician or licensed chiropractic physician (medical technician or nurse certification is not acceptable).

6.02.00 Issuance of Driver Certificates

Upon meeting the requirements established in the application for certification, and upon verification of the applicant's possession of a valid chauffeur license, the Department will issue a school bus driver certificate (HSMV 61227). Such certificate shall be valid for one year from the date of the medical examination for applicants under the age of 65. The certificate shall be valid for six months from the date of the medical examination for applicants 65 years of age or older.

6.03.00 Applications to Remain on File

Every application, whether approved or not, shall remain on file in the Student Transportation Office in GHQ. All applications will be kept until destruction is authorized by the Department of State, Division of Archives, History and Records Management. A copy of every driver certificate issued will be filed with the corresponding application for certification and driver license record.

6.04.00 Driver Certificate to be Posted in Bus

The School Bus Driver Certificate as illustrated on page 6-6 shall be displayed in the bus at all times while being operated on the highways and driven by applicant.

FLORIDA HIGHWAY PATROL APPLICATION FOR CERTIFICATION TO DRIVE A NON-PUBLIC SCHOOL BUS IN FLORIDA

Required under the provisions of Section 316.615, Florida
Statutes, and Florida Highway Patrol Rules and Regulations

_____ To _____

1. Name in Full (Print or Type) _____

2. Home Address _____ Street _____ City _____ Zip Code _____ Male _____ Female _____

3. Date of Birth _____ Month _____ Day _____ Year _____ Phone No. _____

4. Chauffeur License Number _____
(Attach Photo Copy of License to Application)

5. Yes No Are you the registered owner of the vehicle you will be driving? If No give Name Address and Phone number of owner or school
the vehicle is registered to _____
Owner of school bus
_____ Address _____ Phone Number _____

6. Yes No If you are the owner, Do you Certify the vehicle has a current Florida Highway Patrol Inspection Sticker Attached?

7. Yes No Have you completed a course in school bus driver training conducted by the Florida Highway Patrol?

8. Yes No Have you been certified previously as a driver of a school bus? _____ When? _____
Where? _____ How many months? _____

9. Yes No Have you ever been involved in a motor vehicle accident in which any person was injured or killed?
If so where? _____ When? _____

10. Yes No Have you ever been convicted of a traffic violation, misdemeanor, or felony (underscore which) of any Federal, State, county, or city law
or ordinance? If so state when _____
Violation: _____
(Use additional space if needed)

11. Has your driving privilege ever been Suspended or revoked? _____ If yes, explain _____

If selected as an applicant to drive a school bus I agree, at all times, to keep informed and obey all traffic rules and Florida Highway Patrol School Bus regulations; to abstain from the use of intoxicants; to attend any school bus driver training course sponsored by the Florida Highway Patrol; and to undergo the required physical examination; to only operate a school bus or motor vehicle bearing a current FHP Inspection Certificate

I hereby certify the above answers to be correct and that to the best of my knowledge and belief I am free from any disease or physical impairment that would interfere with my duties as a school bus driver. I understand any questions omitted on this application can result in disqualification of this request.

Date _____ Applicant's Signature X _____

TO BE SIGNED BY APPLICANT IN THE PRESENCE OF THE PRINCIPAL OF THE SCHOOL
YOU INTEND TO DRIVE FOR OR THE OWNER OF THE SCHOOL BUS YOU DRIVE

Official's Signature X _____

PHYSICAL EXAMINATION FOR SCHOOL BUS DRIVER APPLICANT

RETURN TO. **Florida Highway Patrol
Student Transportation
Neil Kirkman Building
Tallahassee, Florida 32301**

The examining physician should use the answers to the following questions A through F in an evaluation of items 1 through 5 below

- A. What serious illness has the applicant had in the past five years? _____
- B. What injuries has the applicant had? _____
- C. Does the applicant take drugs regularly? If so name and give reason _____
- D. Is the applicant required to wear glasses or contact lenses? _____ If so are they required while driving? _____ or for reading only? _____
When were they last checked? _____
- E. Does the applicant wear a hearing aid? _____ F. Is the applicant excessively overweight? _____

II. This examination was established by the State Board of Education. With the exception of number 12, if the answer to any of the following items is "Yes" the applicant does not meet the general qualifications of a school bus driver as specified in section 234.09, Florida Statutes

1. Record vision without glasses in every case and with glasses when glasses are required. Visual acuity must not be less than 20/20 in one eye and 20/40 in the other or 20/30 in each eye separately either with or without glasses
- | | | |
|---|--|-------------------------------------|
| Vision test based on Snellen's Test
Chart at twenty feet | Left eye 20' _____
Without glasses | Left eye 20' _____
With glasses |
| | Right eye 20' _____
Without glasses | Right eye 20' _____
With glasses |
2. Yes _____ No _____ Deficient in the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber (color perception)
3. Yes _____ No _____ Inadequate field of vision (less than 70 degrees in the horizontal meridian in each eye)
4. Yes _____ No _____ Impaired hearing (less than an average of 30 db at 5k, 1k, 2k with or without a hearing aid in the better ear)
5. Yes _____ No _____ Less than normal functioning of hand or foot or loss of sight in one eye
6. Yes _____ No _____ Applicant has severe heart disease
7. Yes _____ No _____ Any mental abnormality (known or suspected) or emotional instability which would interfere with proper judgement in the operation of a school bus
8. Yes _____ No _____ Any history of seizures, convulsions, epilepsy, or blackouts
9. Yes _____ No _____ Blood pressure, systolic above 180 and/or diastolic above 100
10. Yes _____ No _____ Any communicable disease including venereal disease
11. Yes _____ No _____ Applicant has diabetes mellitus and is not taking proper medication
12. Yes _____ No _____ Age past 65 (if yes, physical examination is required every six months)
13. Yes _____ No _____ Other physical conditions or factors that would interfere with applicant's performance of duty as a school bus driver.

Remarks _____

NOTE: If "Yes" is checked on ANY (item) except number 12, a brief explanation is required (attach additional sheet if necessary)

PHYSICIAN'S CERTIFICATION

THIS IS TO CERTIFY THAT on _____ 19_____, _____ was examined by me and his/her physical condition was found to be as indicated in Part II above

IN YOUR BEST JUDGEMENT CAN YOU CERTIFY THAT THIS APPLICANT IS PHYSICALLY AND EMOTIONALLY QUALIFIED TO OPERATE SAFELY A SCHOOL BUS VEHICLE WITHOUT HAZARD TO HIMSELF OR OTHERS ?

If the answer is "No", explain _____

Signature of Physician

Name of Physician (Print in full)

Physician's Address

HSMV 61227 (REV 12 85)



STATE OF FLORIDA
FLORIDA HIGHWAY PATROL
SCHOOL BUS DRIVER CERTIFICATION



having made an application meeting the physical examination requirements of Section 316.615, Florida Statutes, and holding a valid chauffeurs license, is hereby issued this certificate to operate a private school bus under Section 316.615, Florida Statutes

Signed _____
DRIVER

License issued _____

Restrictions _____

Expires _____

AUTHORIZING OFFICIAL
FLORIDA HIGHWAY PATROL

COLONEL BOBBY R BURKETT
DIRECTOR, FLORIDA HIGHWAY PATROL

FLORIDA STATUTES REQUIRE THIS CERTIFICATE TO BE POSTED IN SCHOOL BUS AT ALL TIMES.
(THIS FORM ISSUED BY STATE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES TALLAHASSEE FLORIDA)

FLORIDA HIGHWAY PATROL

SCHOOL BUS INSPECTION AND STUDENT TRANSPORTATION MANUAL

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