

# **NORTH AMERICAN STANDARD LEVEL I PASSENGER VEHICLE INSPECTION PROCEDURE**

## **SUGGESTED THREE PERSON PROCEDURE**

When fewer inspectors are conducting a North American Standard Level I Passenger Vehicle Inspection, they should organize their efforts in a manner that parallels the three-person inspection procedure. When conducting a North American Standard Level V Vehicle-Only Inspection, begin with Step 10. When conducting a North American Standard Level II Walk-Around Driver/Vehicle Inspection, omit Steps 16 and 17. When no passengers are present, ignore the **BOLD** areas referring to passengers.

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**IF THE PASSENGER VEHICLE HAS PASSENGERS ON BOARD, INFORM THEM OF THE FOLLOWING:**

**THE PASSENGER VEHICLE IS BEING PLACED OUT-OF-SERVICE.**

- 1. THE REASON FOR THE ACTION.**
  - 2. FACILITIES AVAILABLE DURING THE WAITING PERIOD.**
  - 3. SAFETY INSTRUCTIONS WHILE OUT OF THE PASSENGER VEHICLE.**
  - 4. ARRANGEMENTS FOR PASSENGER TRANSPORTATION.  
(RESPONSIBILITY OF BUS CARRIER OR DRIVER)**
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**NORTH AMERICAN STANDARD  
LEVEL I  
PASSENGER VEHICLE  
INSPECTION PROCEDURE  
SUGGESTED THREE-PERSON**

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**STEP 1      INSPECTION PREPARATION – Team Leader**

Select passenger vehicle for inspection and direct it to the spot where the inspection will be conducted.

Gather preliminary information from the passenger vehicle for the inspection report, including the license plate number and state, company name as shown on the coach, company number, appropriate ICC, DOT, PUC/PSC identifiers, etc. and the time that the inspection began.

**STEP 2      GREET AND PREPARE THE DRIVER AND PASSENGERS – Team leader**

Board the passenger vehicle and make initial contact with the driver.

Determine whether the driver and vehicle are subject to the regulations. Explain to driver what to expect and how they will receive instructions from the team leader.

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**IF PASSENGERS ARE PRESENT, ADDRESS THEM, EXPLAINING THE PURPOSE OF THE INSPECTION AND HOW IT WILL BE CONDUCTED.**

**DISTRIBUTE PRINTED MATERIAL EXPLAINING THE INSPECTION PROCESS. IF RAMPS ARE TO BE USED, EXPLAIN HOW THEY WILL AFFECT THE PASSENGER VEHICLE.**

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Observe the driver's overall condition for illness, fatigue, or signs of impairment.

Check for seat belt usage and condition.

Check for illegal presence of alcohol, drugs, radar detector, weapons or other contraband.

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**WHILE THE TEAM LEADER IS ON THE PASSENGER VEHICLE CONDUCTING STEPS 3 THROUGH 11, THE FRONT AND REAR INSPECTORS ARE OUTSIDE CONDUCTING STEPS 12 THROUGH 15.**

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**STEP 3 COLLECT DRIVER'S DOCUMENTS – Team Leader**

Collect the following documents: Driver's license, medical examiner's certificate and Skills Performance Evaluation Certificate (SPE) (Excluding Canadian) if applicable, record of duty status, driver's daily vehicle inspection report, documentation of periodic inspection, and trip information such as tour itinerary, trip envelope, and charter order.

**STEP 4 INTERVIEW THE DRIVER – Team Leader**

Engage the driver in conversation about his trip, for example: Where he started, where he's headed, how long he's been traveling, his last stop, if he's transporting any hazardous materials, if he's been inspected on this trip, and any problems he's had along the way.

**STEP 5 IDENTIFY THE CARRIER – Team Leader**

Proper identification of the carrier performing the transportation is essential and requires careful examination of the documents and questioning of the driver. The name of the carrier displayed on the passenger vehicle may be different than the operating carrier. Most of the time, the driver is an employee of the operating carrier, so check his/her record of duty status and inquire about who he/she is driving for. If the coach is in scheduled service and there is a discrepancy in company names, you might also ask the driver about the possible interline agreement. (Verify that you have a bus company and not a tour company)

**STEP 6 EXAMINE COMMERCIAL DRIVER'S LICENSE – Team Leader**

Check the expiration date, birth date, proper class and/or endorsements, and status, through usual channels. Check for multiple licenses.

**STEP 7 CHECK MEDICAL EXAMINER'S CERTIFICATE & SKILLS PERFORMANCE EVALUATION (SPE) CERTIFICATE – Team Leader**

All drivers for for-hire motor carriers of passengers (Excluding Canadian) must possess a medical examiner's certificate. Check dates to ensure documents are current and signed by a medical examiner. Certificate and

Skills Performance Evaluation (SPE) Certificate are valid for 24 months, unless otherwise specified.

Check requirements for corrective lenses and/or hearing aids, and, if needed, that the driver is wearing them. Check for an extra set of lenses if driver is wearing contacts and a spare power source if the driver is wearing a hearing aid.

**STEP 8 CHECK RECORD OF DUTY STATUS – Team Leader**

If the driver claims to be a 100 air mile radius driver (115.08 statute miles), check that he/she meets all five criteria required for this exemption.

Interview the driver to obtain information on current day's activities, previous day's activities, and activities of the last 7 days. Also examine any trip documents (fuel receipts, etc.) that may help verify compliance.

If driver meets neither of these exemptions, check his/her record of duty status, first noting time and date of last entry. If log book is behind, ask driver to bring it up to date. No record of duty status in possession when one is required results in the driver placed out-of-service for eight (8) consecutive hours.

Check for violations of the 10-hour rule. Is driver in violation at the time of inspection?

Check for violations of the 15-hour rule. Is driver in violation at the time of inspection? Part-time drivers must account for "on-duty" time as any compensated work for non-motor carrier and motor carrier entities.

Check for violations of the 60/70 hour rule. Is the driver in violation at the time of inspection? Ask the driver if they work anywhere else than for the carrier they are currently driving for. Other compensated work must be considered as "on-duty" and should be taken into consideration when evaluating driver overall status.

Examine fuel receipts and other receipts or documents compare dates, times and locations with those in log book.

Check distance traveled against driving time. Average miles per hour must be realistic.

Check sample mileages between locations identified on the log.

Question the driver about any discrepancies. Determine if the log book is accurate.

Check log book form and manner and required entries.

Legible and in the driver's own handwriting.

Full 24 hours recorded, and each day dated.

Vehicle number or state and license number for each vehicle operated during that 24-hour period.

Name(s) of the motor carrier(s) and main office address (es) must be recorded.

Driver's signature on each record to certify that entries are correct.

Check for violations of the 10, 15, 60/70 hour rules prior to the driver's last 8 hours off duty.

**STEP 9 REVIEW VEHICLE INSPECTION REPORTS – Team Leader**

**DRIVER'S DAILY VEHICLE INSPECTION REPORT**

Check for vehicle/company identification, any vehicle defects, and signature.

**PERIODIC INSPECTION REPORT**

Determine that the vehicle passed inspection within the last 12 months and possesses the required documentation/decal.

**STEP 10 CHECK PASSENGER AREA – Team Leader**

**WINDOWS**

Each push-out window if designed to be an emergency exit must be marked as an emergency exit including appropriate wording in English and must be capable of being operated as an emergency exit. Refer to the *North American Standard Out-of-Service Criteria* for emergency exit criteria. These exits are especially applicable to school type buses, conversion buses, and "homemade buses".

**EMERGENCY DOORS**

If so equipped, check that each door has a decal or lettering in English indicating that it is an emergency exit, and check that it can be operated as an emergency exit.

**FIRE EXTINGUISHER**

Check that extinguisher is full and accessible.

**STEP 11 CHECK DRIVER'S COMPARTMENT – Team Leader**

**DRIVER'S SEAT BELT**

Driver's seat must be equipped with a seat belt to be used during vehicle operation.

**LOW AIR PRESSURE WARNING DEVICE**

(The ignition or master switch must be in the "on" position for this test). Deplete the air supply by pumping the foot valve until the low air pressure warning device activates. Observe the gauges on the

dash. The low air pressure warning must activate at a minimum of 55 psi or ½ the compressor governor cut-out pressure, whichever is less.

## STEERING WHEEL LASH AND COLUMN

Turn the steering wheel in one direction until the tires just begin to move. (Vehicles with power steering require the engine running to turn the wheel.) Place a mark on the steering wheel, hold the marker at that point, and turn the wheel in the other direction until the tires again start to move. Measure the distance between the two points. The amount of allowable lash varies with the diameter of the steering wheel. Compare that measurement to the *North American Standard Out-of-Service Criteria*.

Check steering column for secure attachment.

## **STEP 12 INSPECT FRONT OF VEHICLE – Front Inspector**

### HEAD LAMPS, TURN SIGNALS, EMERGENCY FLASHERS

Check for proper color and operation.

### WINDSHIELD WIPERS

Check for adequate number and operation. Check for cracks or other damage.

### WINDSHIELD

Check for cracks, damage or discoloration within the viewing area.

### SUSPENSION AND BRAKES

Have driver turn wheels while you examine suspension components and brake housings.

**NOTE:** Inspector stays clear of wheel well.

## **STEP 13 INSPECT REAR OF VEHICLE – Rear Inspector**

### EXHAUST SYSTEM

Check location of exhaust. Gas powered passenger vehicles must discharge at or within 6 inches of the rearmost part of the passenger vehicle. Diesel powered passenger vehicles must discharge either at or within 15 inches of the rearmost part of the passenger vehicle or to the rear of all doors and windows designed to be opened, except emergency window exits.

## TAIL, STOP, AND TURN LAMPS AND EMERGENCY FLASHERS

Check for proper color and operation.

## ENGINE COMPARTMENT

Open the engine doors and check for fluid leaks, belt, frame and engine cradle condition.

Wiring and Electrical Systems in Engine and Battery Compartments

### **STEP 14 INSPECT LEFT SIDE OF VEHICLE – Front Inspector**

#### WHEELS AND RIMS

Check for cracks, unseated locking rings, broken or missing lugs, studs or clamps, bent rims, “bleeding” rust stains, loose or damaged lug nuts and elongated stud holes.

#### TIRES

Check condition of tire. Passenger vehicles cannot be operated with regrooved, recapped, or retreaded tires on the steering axle. Checks for improper inflation, serious cuts, bulges, tread wear and, if questionable, measure major tread groove depth.

#### FUEL CAPS

Check for presence and tightness (Both sides if applicable).

#### EXTERIOR CONDITION

Check for side body damage also inspect cargo bays and possession of safety equipment such as reflectors.

### **STEP 15 INSPECT RIGHT SIDE OF VEHICLE – Rear Inspector**

#### WHEELS AND RIMS

Inspect as described in Step 14.

#### TIRES

Inspect as described in Step 14.

### **STEP 16 PLACE INSPECTION RAMPS – All Team Members**

**As soon as the Front and Rear Inspectors have completed their walk around inspection, team members should position the inspection ramps and direct the passenger vehicle up onto them.**

**Team Leader:** Exit the passenger vehicle and direct the Front and Rear Inspectors to place the inspection ramps either in front of or behind the wheels of the passenger vehicle, as appropriate.

**Front Inspector:** Standing to the left front of the passenger vehicle driver's open window, (in a position to minimize being struck by a dislodged ramp) direct the driver carefully up the ramps and stop at the top.

**Rear Inspector:** Insert chock blocks at the front and rear of the right drive wheels.

**Team Leader:** Board the passenger vehicle and instruct the driver to turn off the engine, release all brakes, and remain at the controls.

**Now return to the step in the inspection procedure where you stopped. Be alert for instructions from the other inspectors.**

## **STEP 17      INSPECT THE UNDERCARRIAGE – Front and Rear Inspectors**

***INFORM THE TEAM LEADER THAT YOU ARE GOING UNDER THE PASSENGER VEHICLE, AND TO BE ALERT FOR YOUR INSTRUCTIONS.***

### **STEERING SYSTEM – Front Inspector**

Instruct the driver to rock the steering wheel and check key components (i.e. front axle beam, gear box, pitman arm, drag link, and tie rod ends).

Check for loose, worn, bent, damaged, or missing parts.

Check for steering box leaks.

**NOTE:** Turning of wheels on ramps may cause some ramps to move.

### **FRONT SUSPENSION – Front Inspector**

Check for misaligned, shifted, or cracked springs or shackles; missing bolts, spring hangers insecure at frame, cracked or loose U-bolts, insecure axle positioning parts, (radius, torque rods, bars, etc.), or signs of axle misalignment.

Check for deflated or leaking air bags.

### **FRONT BRAKES – Front Inspector**

Check for missing, nonfunctioning, loose, contaminated, or cracked parts on the brake system: brake drums; shoes; rotors; pads; linings; return springs; cam rollers; spiders; brake chambers; chamber mounting bolts; push rods and slack adjusters.

Check for “S” cam flip-over.

Be alert for audible air leaks around brake components and lines.

With the brakes released, mark the brake chamber push rods at the point where the push rods exit the brake chambers or use an alternative method.

While the brakes are applied, measure the distance of push rod travel at each chamber. Write down each push rod measurement, and compare them to the *North American Standard Out-of-Service Criteria*.

Check that the slack adjusters are the same length (from the center of “S” cam to center of clevis pin), and that the air chambers on each axle are the appropriate size and type of brake chamber.

#### FRAME – Front Inspector

Check for cracks or fatigue caused by corrosion.

#### REAR SUSPENSION – Rear Inspector

Inspect as described under FRONT SUSPENSION in Step 17.

#### REAR BRAKES – Rear Inspector

Inspect as described under FRONT BRAKES in Step 17.

#### FRAME – Rear Inspector

Inspect as described under FRAME in Step 17.

#### TAG AXLE – Rear Inspector

Inspect for insecure mounting, loose or missing bolts, missing locking pins, and axle misalignment when in use.

**NOTE:** Brakes on raised tag axle should not be considered or inspected while raised.

#### FUEL TANK – Rear Inspector

Check for insecure mounting, leaks or other damage. Check the ground below for signs of leaking fuel.

**STEP 18 AIR LOSS RATE – Team Leader**

**If any team member hears an air leak at any point in the inspection, you should now check the vehicle's air loss rate.**

Have the driver run the engine at idle.

Observe the air reservoir pressure gauge on the dash. Have the driver pump the pressure down to 80 psi. (Compressors do not activate until system pressure drops below a certain level). With the engine idling and the air pressure between 80 and 90 psi, instruct the driver to make a full brake application. Check the air pressure gauge. Air pressure should be maintained or increased. A drop in pressure indicates a serious air leak in the brake system, and the vehicle should be placed out-of-service.

Direct the driver to carefully drive off ramps and stop at the designated spot.

**STEP 19 CHECK FOR THE PRESENCE OF HAZARDOUS MATERIALS / TRANSPORTATION OF DANGEROUS GOODS – All Team Members**

**Team Leader:** Check any shipping papers for hazardous materials. Check Passenger area for any packages bearing hazardous materials labels.

**Front and Rear Inspectors:** Check baggage compartment for packages bearing hazardous materials labels.

*PASSENGER VEHICLES TRANSPORTING HAZARDOUS MATERIALS ARE SUBJECT TO THE SAME REGULATIONS AS A TRUCK, PLUS ADDITIONAL RESTRICTIONS LISTED. UNLESS ONE OF THE TEAM MEMBERS IS CERTIFIED IN HAZARDOUS MATERIALS INSPECTION, DO NOT ATTEMPT TO ENFORCE THESE RULES.*

**NO OTHER MEANS AVAILABLE**

Except for small arms ammunition, emergency shipments of drugs, chemicals and hospital supplies, and the accompanying munitions of the Defense Department, no hazardous materials are authorized to be transported on passenger vehicles where other practical means of transport are available.

**SMALL ARMS AMMUNITION**

Only small arms ammunition may be carried in the passenger compartment.

## POISONS

Transportation of poisons on passenger vehicles is strictly limited.

## EXPLOSIVES

If no other means of transportation is available, up to 100lbs. of explosives may be carried. Up to two samples, or a total of no more than 100 class C detonators, may be transported.

## LIMITED QUANTITIES

No more than 100lbs. of one class or 500lbs. of all classes of other hazardous materials may be carried on a passenger vehicle. If different classes are transported together, be aware of the restrictions on loading and storage.

### **STEP 20 COMPLETE THE INSPECTION – Team Leader**

Complete inspection forms and other paper work as required. Record the time that the inspection ended.

Check the *North American Standard Out-of-Service Criteria* to determine if the driver or vehicle is out-of-service.

If the driver is out-of-service, determine when he/she may drive again.

Explain any violations found to the driver.

Return documents to the driver.

Instruct the driver on the disposition of the inspection report and in the correction of any defects.

### **STEP 21 TAKE APPROPRIATE ENFORCEMENT ACTION – Team Leader**

Refer to the applicable standards contained within the *North American Standard Out-of-Service Criteria* when placing a passenger vehicle or driver out-of-service.

Inform the driver/carrier of the reasons for the out-of-service action.

Provide a prepared list of known mobile repair facilities and/or replacement passenger vehicle carriers located in the area if the driver/operator is unable to make/obtain the necessary repairs.

Monitor each passenger vehicle placed out-of-service to ensure that arrangements have been made by the bus carrier or driver for prompt repairs or a replacement passenger vehicle.

Reinspect repaired motocoaches before allowing them to load passengers and continue their trip.

**STEP 22      APPLY CVSA DECAL – Team leader**

If the vehicle passed the inspection, apply a CVSA decal on the glass portion (window) of the passenger door as close to inspector's eye-level as possible.