



First Operator WAI Procedure (Bus)

1. Turn the Master Switch to “Night Run”. Turn on the hazard lights.
2. While the bus is performing diagnostics, adjust seat, and mirrors. Record the bus number and garage start mileage on the appropriate Paysheet. Record the bus number on the WAI card.
3. Complete the Pullout Procedure.
 - a. If you have enough air pressure to move the vehicle and you are:
 - i. **Not blocked** by other buses, start your engine and proceed out of the garage.
 - ii. **Blocked** by other buses, wait until the bus blocking you is gone before starting your bus (you can continue with your WAI).
 - b. If you do not have enough air pressure to move the vehicle, start your engine and work on the interior inspection until there is sufficient air pressure to leave the garage (90-120 psi). If there are buses in front of or behind your vehicle, time this portion of the WAI to minimize the amount of time the engine runs in the garage. Ensure that a bay door is open prior to starting the bus to minimize exhaust fumes.
4. Once you leave the garage, move your bus to the south side of the building. All buses should begin lining up at the bottom of the ramp and queue around the building as necessary.
 - a. DO NOT block the ramp.
 - b. DO NOT park on the north side by the islands in front of garage exits.
 - c. DO NOT turn right out of the bays.
5. Once you have moved your bus outside, perform the following:
 - a. Exterior WAI (ideally done inside of the bays if it is dark outside).
 - b. Interior WAI.
 - c. Air Brake Test.
6. Upon successful completion of the air brake test, start the bus to rebuild air pressure.
7. Check for the destination and 10-code sheets, program the destination sign.
8. Activate the external lights by engaging both turn signals simultaneously. Open both doors, exit the bus, and check the exterior lights. This includes:
 - a. Clearance Lights.
 - b. Headlights.
 - c. Destination Signs.
 - d. Hazard Lights.
 - e. Brake Lights and Reverse Indicators.
 - f. Door and Ramp Lights.
9. Inspect each item on the WAI checklist. Identify defects, alert Dispatch/Maintenance as necessary.
10. Check kneel/ramp (be sure to kneel the bus completely). Deploy/Stow the ramp.
11. Log on to Mentor.
 - a. Report any issues logging onto Mentor to Dispatch.
12. Complete the radio check (10-97).
 - a. Be sure you have completed the radio check prior to departing the lot.
 - b. Ensure that the radio volume is turned up.
13. Depart at the scheduled time.

Note: Steps 5 through 11 may be performed in any order that you find most efficient. It is your responsibility to perform all required steps in accordance with BT policy.