



First Operator WAI Procedure (Bus)

Walk-around Inspection (WAI) Suggested Order:

1. Step onto bus and turn the Master Control Knob (MCK) to “Night Run.” Vehicle should turn on and perform startup diagnostic.
NOTE: If vehicle has been sitting for multiple days, the battery may be turned off. In this case, the battery should be turned to “On” before attempting to turn on the power with the MCK.
*NOTE: If alarm is sounding, check air pressure and dash panel warnings. If air pressure is very low due to a vehicle sitting for a long time, consider starting the engine and turning the idle speed switch to “Fast” and continue with the damage walk around. **DO NOT IDLE THE VEHICLE INSIDE THE GARAGE ANY LONGER THAN NECESSARY.***
2. Turn Hazard Lights, Driver’s Light (if needed in the dark), and Aisle Lights to ON.
3. Record Garage Start Mileage on Trip Sheet or Pay Sheet.
4. Perform the Exterior WAI starting with the front curbside corner and proceeding counter-clockwise around the vehicle, marking damage and discrepancies as necessary.
5. Perform the Interior WAI checking that all handholds, interior panels, and seats are secure. While returning to the front, check that all emergency exits and door handrails are secure.
Note: If not expecting a full-bus immediately, put down the front folding seats for better customer service and faster boarding.
6. Inspect the Emergency Equipment, including BBP kit, gloves, chlor-retain, first aid kit, fire extinguisher, and triangles.
7. Assume the driver’s seat and adjust the seat position and steering wheel for proper fit.
NOTE: If an alarms is sounding due to low air pressure, the seat may not adjust up or forward-back until normal pressure fills these controls.
8. After the seat is adjusted for driving, adjust all your side mirrors for optimal view.
NOTE: The front door must be closed to correctly adjust the curbside mirrors.
9. If Air Pressure is between 90-120psi, perform the Air Brake Test at this time.
NOTE: If air pressure is insufficient, the bus will need to be started to build air pressure. The bus will always be moved outside of the bay immediately when it is first started. Skip to step 10.

Air Brakes Test Procedure:

- a. Check that the wheels are chocked and both doors are closed.
- b. Release the parking brake.
- c. Fully depress the foot brake treadle to the floor and check that the air pressure on both gages stabilizes above 90 psi.
- d. Hold the foot brake treadle in this position for ONE FULL MINUTE to verify that no more than 3 psi is lost on any gauge during this time.
- e. Re-engage the parking brake.

NOTE: An air brake test with a stabilizing pressure less than 90 psi or a brake hold of less than one minute is INSUFFICIENT and should be repeated before leaving the BT Lot. If the air brake fails for any reason, Base must be notified immediately.

10. Check that the Climate Control switch is "Off" and that the Idle Speed switch is in "Normal."
11. START the engine by pressing the "Start" button until the engine fully turns over.
12. When the oil pressure stabilizes (5-10 seconds), turn the Idle Speed switch to "Fast."
13. Pull the chocks off the front wheel and stow them in their box inside the vehicle.
14. With the foot on the brake, release the parking brake, and place the transmission into "D."
15. Honk the horn before moving the vehicle in the garage and again before exiting the bay door. Keep Hazard lights on at this time. Speed limit in the garage is 5 mph.
16. Drive the vehicle out of the garage and proceed as far as possible around the garage toward the South Side of the BT Lot. Do not block the ramp on the South Side or any of the garage bays. Speed limit on the BT lot is 15 mph.
17. After reaching your BT Lot stopping location, place the transmission in "N" and re-engage the parking brake.
18. If the Air Brake Test was not performed inside the garage, perform it at this time as follows:
 - a. Switch the Idle Speed back to "Normal."
 - b. Turn the engine off by turning the MCK to "Stop Engine."
 - c. Wait a few seconds after the engine stops and turn the MCK back to "Night Run."
 - d. Return to the Air Brake Test procedure by repeating steps 9, 10, and 12.
19. Check the following switches on the left switch panel:
 - a. Climate Control in "Auto."

- b. Stop Request is “On.”
 - c. Aisle Lights and Driver’s Light are “Off.”
 - d. Turn Dash and Overhead Windshield Fans to “Fast” and back to “Off.”
20. Check the following switches on the front dash panel
- a. Turn Defroster Fan to “High” and back to Off. (unless needed for heat)
 - b. Turn both wipers on in continuous mode. Check that windshield fluid is present by holding the fluid knob for a few seconds. Turn both wipers off.
 - c. Kneel the bus by pulling back the switch cover and holding the switch in the “Kneel” position until the bus stops kneeling. (Do not replace the switch cover at this time.)
 - d. Hold the Ramp switch in “Deploy” until the ramp hits the ground. Hold the Ramp switch in “Stow” until the ramp fully stows.
 - e. Un-kneel the bus by replacing the Kneel switch cover to its original position. This will automatically return that switch to the “Raise” position.
21. Log into the Mentor system (Ranger or Trapeze) using your Route ID and PIN (e.g., 0012 for the 12 route) or using your Employee ID and PIN for special shuttles.
NOTE: The PIN is generally the same as the ID. For Driver’s with a 5-digit Employee ID, use the full 5 digits for the ID, but only use the last 4 digits for the PIN.
22. Set the destination sign using the appropriate controls.
- a. For systems with Luminators, follow the directions in the side box for using the Mentor screen to program your signs. For fixed routes, destination signs will be automatically programmed for the route. For special shuttles, you may need to find the destination code on the laminated yellow sheet in the side box.
 - b. For systems with Twin Vision and Hanover overhead, follow the directions in the side box for using Twin Vision or Hanover to program your signs. Use the laminated yellow sheet in the side box and program the appropriate destination code.
23. Activate all exterior lights by depressing both turn signal foot buttons simultaneously. Open both doors completely, and walk around one last time, focusing on destination signs, door lights, high beams, and reverse indicators.
24. Grab the wheel chocks from the front tires on your way back into the bus and stow them in their box.
25. Check the volume and channel on the 2-way radio. When the channel is clear, call base for a “10-97” (Radio Check).
26. Your WAI and Pullout are now complete. Follow your Route Card or Shuttle Instructions and operate your vehicle safely and confidently!

