



WAI Checklist Descriptions

On the checklist, an “X” signifies that the item is not up to proper operating standards. A “ / “ signifies that the item meets the operating standards.

FIRST DRIVER ONLY

- **Air Brakes** – see [Air Brake Test](#) document on Training website.
- **Kneel / Ramp** – with the parking brake on and the transmission in neutral, open the front door. Kneel the bus all the way down. Deploy the ramp. Stow the ramp. Raise the bus.
- **Radio Check** – using proper radio procedure, call Base for a 10-97 to be sure the radio is receiving and transmitting clearly.

OPERATOR’S AREA / INTERIOR

- **Windshield / Windows** – the windshield and operator’s window are damage-free and clean enough to safely operate the bus.
- **Gauges / Warning Lights** – all gauges and warning lights are working.
- **Horn** – horn works.
- **Doors / Doorways** – door control and doors function properly; doorways are clear of debris.
- **Windshield Wipers / Fluid** – windshield wiper controls and wipers function properly; there is washer fluid.
- **Mirrors** – mirror glass is damage-free and glass is clean enough to safely operate the bus.
- **Voice Announcements** – bus stop announcements work, either manual or automatic.
- **Destination / 10-Codes** – destination/PR/10-codes sheet is located in storage box to the left of operator’s seat.
- **Vehicle Registration / Pass** – on the wall by the operator’s seat, there should be a clear ziploc envelope with the registration and inspection paperwork. Makes sure this envelope is there and not empty. You do not need to open it.
- **Climate Control** – set the climate control to “Auto”. Make sure that it turns on and outputs the appropriate temperature for the weather.
- **Aisle Lights** – turn the Aisle Lights switch to the “On” position and open the front door. All aisle lights should be on. Check the lights at the rear step.
- **Extinguisher / Emergency Kit** – in the emergency equipment box, check for the first aid kit, bloodborne pathogens kit, a ziploc bag of gloves, and bodily fluid control solidifier. The needle on the fire extinguisher should be in the green. NOTE: on 6200-7000’s, the fire extinguisher is located behind the operator’s seat.

- **Emergency Triangles** – in the emergency equipment box, there should be three (3) folded emergency triangles in a red plastic container. Open it to make sure all three are there. NOTE: on 6200/6300's, the emergency triangles are located behind the operator's seat.
- **Chock Blocks / Tie-Downs** – make sure the bus has chock blocks. If the bus is a 5200 series, it should have two (2) red tie-down wheelchair securement straps in the emergency equipment box.
- **Hatches / Windows Secure** – push on the two (2) roof hatches to make sure they're secure. It is not necessary to open them. Lightly push on all emergency exit windows (with red handles) to make sure they're secured shut. It is not necessary to open them.
- **Seats / Handrails Secure** – pull on each seat, handrail, and handhold strap to be sure they're secure and not broken.
- **Brakes** – perform a test stop to make sure the brakes work.
- **Vehicle Cleanliness** – there should be no excessive trash, no spills, and no bodily fluids.

RIGHT SIDE

- **Damage** – check for body damage.
- **Doors** – push/shimmy doors to make sure they're secured to the bus.
- **Destination Sign** – is it working?
- **Tires / Lugs / Tread**
 - o Rear tires: both tires need at least 2/32" tread depth, no cuts or gouges on sidewall, all lug nuts hand-tight, no cracks or welds on wheel, all hub bolts hand-tight.
 - o Front tires: at least 4/32" tread depth, no cuts or gouges on sidewall, all lug nuts hand tight, no cracks or welds on wheel.
- **Fuel Cap** – open access door and make sure fuel cap is secure.
- **Lights** – marker lights, door/curb lights, kneel/ramp warning light, and turn lights are all secure, undamaged, and working.

REAR

- **Damage** – check for body damage.
- **Destination Sign** – is it working?
- **Clearance Lights** – secure, undamaged, and working.
- **Brake Lights** – secure, undamaged, and working.
- **Reverse Indicators** – secure, undamaged, and working. To check these, simultaneously push both turn signals while the bus is running.
- **Rear / Side Panels Secure** – pull on all rear and side access panels to make sure they're locked.

- **Fluid Leaks** – check under the rear of the bus to make sure no fluids (other than AC drip) are leaking.

LEFT SIDE

- **Damage** – check for body damage.
- **Tires / Lugs / Tread**
 - o Rear tires: both tires need at least 2/32” tread depth, no cuts or gouges on sidewall, all lug nuts hand-tight, no cracks or welds on wheel, all hub bolts hand-tight.
 - o Front tires: at least 4/32” tread depth, no cuts or gouges on sidewall, all lug nuts hand tight, no cracks or welds on wheel.
- **Coolant Level** – open access panel to make sure fluid is visible. If none is visible, rock the bus.
- **Lights** – all marker lights and turn lights secure, undamaged, and working.

FRONT

- **Damage** – check for body damage.
- **Destination Sign** – is it working?
- **Clearance Lights** – secure, undamaged, and working.
- **Headlights / Fog Lights** – headlights and high beams are secure, undamaged, and working.
- **Wipers / Mirrors Secure** – wiper arms are secure, blades are secure and undamaged; mirrors and mirror housings are secure.
- **Bike Rack Secure** – bike rack is secure and properly functioning.

For further WAI procedures, see [First Driver WAI Procedure \(Bus\)](#) on Training website.