

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT TRANSPORTATION SERVICES
SAFETY SERVICE ORDER (TRA-F002)

WORK ORDER TYPE:
SCHEDULED PM

WK ORDER #

START DATE: _____ FINISH DATE: _____ MECHANIC: _____
 VEH. NO.: _____ DEPARTMENT: _____ LIC. NO.: _____
 MAKE: _____ CHP DATE: _____ ODOMETER: _____

SERVICE CODE: A DESCRIPTION OF COMPLAINT: **SAFETY - 45 DAYS / 3,000 MILES**

SERVICE CAUSE: (check one)
 PREVENTATIVE MAINTENANCE
 CHP REPAIRS

DESCRIPTION OF WORK:

LABOR HOURS: _____ **MECHANICS SIGNATURE:** _____

QUANTITY	CAT NO.	MANUF. NO.	PARTS DESCRIPTION	COST	SUMMARY OF PARTS / SERVICE		
1			SHOP SUPPLIES	\$8.00		QUANTITY	COST
					HRS. DIST. LABOR		
					HRS. SUB. LABOR		
					MISC. SUB LABOR		
					PARTS		
					OIL		
					ANTIFREEZE		
					GREESE		
					TRANSMISSION		
					LUBRICATION		
					TIRES / TUBES		
					MISC. SUB LABOR		
				SUB TOTAL	\$	TOTAL COST (Inc. Tax) \$	
				TAX		Comments / Concerns	
				TIRES / TUBES			
				TOTAL PARTS	\$		
				SUB TOTAL	\$	SHOP FOREMAN'S SIGNATURE	
				TAX			
				TOTAL TIRES / TUBES	\$		

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“A” CHECK / SAFETY INSPECTION

Inspect Items 1 through 20 every 45 days or 3,000 miles (CAC 13, Section 1232b)

✓	CHECKED OK
X	SER / ADJ / REPAIRED
0	NOT APPLICABLE

1. Inspect brake adjustment all wheels, parking brake and emergency stopping system		
AIR BRAKE PUSH ROD TRAVEL MEASUREMENTS:		
A. Axle #1	LS RS	before adjustment
B. Axle #2	LS RS	before adjustment
C. Axle #1	LS RS	after adjustment
D. Axle #2	LS RS	after adjustment
Assisting Mechanic's Signature: _____		
2. Inspect brake system/lines for leaks/cracks		
3. Check brake warning deices for operation charging primary and secondary air reservoirs		
5. Inspect all air tanks and compressor mounting brackets		
6. Inspect body / frame clamps for movements		
7. Inspect tires and wheels:		
a. Air pressure		
b. Objects in tires		
c. Tread wear - 4/32 front 2/32 rear		
d. Duals clocked and matched		
e. Lock rings and lug nuts		
8. Check fire suppression system		
9. Inspect all belts and hoses for leaks or wear or looseness		
10. Inspect steering and suspension for wear, wheel bearing: for looseness, etc, Signature: _____		
11. Inspect for proper oil / fluid levels. Inspect and repair leaks:		
a. Engine		
b. Transmission		
c. Steering gear box and power steering pump		
d. Differential and axle seals		
e. Radiator		
f. Coolant system test _____ % Freezing point _____ *f		
g. Air compressor - check air filter		
h. Master cylinder		
12. Check proper operation of electrical system		
a. Inspect battery(s) properly secured		
b. Water level		
c. Terminals tight, no corrosion		

13. Inspect lights:		
a. Head lights, Tail lights, Stop lights, Turn signals		
b. Cross over and Clearance lights		
c. Back-up alarm		
14. Inspect for worn, broken, cracked or loose:		
a. Springs		
b. Shock absorbers		
c. Universal joints		
d. Slack adjusters		
e. Driver shaft guards		
15. Inspect vehicle body for damage		
a. Windows for cracks, latches and ease of operation		
b. Doors for operation and lube, warning devices		
c. Seats properly secured, no cuts or offensive writing		
d. Windshield wipers, Windshield washers, Windshield for cracks		
e. Mirrors		
f. Heater and defrosting system		
g. Paint, damage and excessive rust		
16. CNG 45 day tank inspection and expiration date:		
Tank #1	OK	EXP DATE _____
Tank #2	OK	EXP DATE _____
Tank #3	OK	EXP DATE _____
Tank #4	OK	EXP DATE _____
Tank #5	OK	EXP DATE _____
Tank #6	OK	EXP DATE _____
17. Inspect fuel tanks and mountain brackets for cracks, leaks and damage		
18. Check all instruments and warning devices for proper operation		
19. Inspect:		
a. First aid kits		
b. Fire extinguishers - sign card for extinguishers		
c. 292 CHP inspection certificate cover		
d. Emergency reflectors		
e. Wheel chair lifts for proper operation		
f. Wheel chair tie downs and seat belts		
20. Inspect exhaust system for leaks, etc.		
21. Cleaned stall and parked bus		
COMMENTS		