

# Kansas School/Activity Bus & School Passenger Vehicle Inspection Process Part I & Part II Information & Guidelines

## FOREWARD

The purpose of the Kansas Department of Education School/Activity Bus & School Vehicle Inspection Information and Guidelines is to provide guidance and be a resource for the inspection process of school/activity buses and school passenger vehicles in the state of Kansas. This two-part inspection process is critical to the safe operation of all school vehicles which transport students in Kansas. The inspection process shall be conducted between June 1 and September 30 each year. No school bus, activity bus or school passenger vehicle shall be used to transport students until the inspection process has been completed.

## PART I MECHANIC INSPECTION

The Part I Mechanic Inspection is the first essential step in the inspection process and shall be completed prior to contacting the Kansas Highway Patrol to schedule your Part II Inspection. DO NOT ask or expect the Kansas Highway Patrol to perform your mechanic inspection. Failure to conduct a thorough mechanic inspection is not only a violation of law but endangers the safe transportation of students. The mechanic inspection can be completed by either school mechanics or and independent mechanic shop. An inadequate mechanic inspection will generate a contact to school district officials by the Kansas State Department of Education.

This inspection should be done by a knowledgeable mechanic who:

- Understands the inspection criteria set forth in US Department of Transportation Federal Motor Carrier Safety Administration Regulations part 49 CFR 393 and appendix A and can identify defective components
- Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an inspection
- Is capable of performing an inspection by reason of experience, training, or both as follows
- Has a combination of training or experience totaling at least 1 year.
- The mechanic shall have a signed letter on file certifying that they are knowledgeable in performing vehicle inspections in compliance with the Federal Motor Carrier Safety Administration Regulations

The Mechanic inspection consists of inspecting the school bus utilizing criteria from:

- The US Department of Transportation Federal Motor Carrier Safety Administration for periodic inspection, 49 CFR Part 393, Appendix A
- Applicable Body and Chassis Specifications from the National School Transportation Specifications and Procedures
- Applicable FMVSS (Federal Motor Vehicle Safety Standards)
- Applicable State & Federal Laws
- Information on these items can be found on the KSDE School Bus Safety Unit's website.

## ALL ELECTRIC VEHICLES

Inspectors performing Part I Mechanic Inspections of an electric bus, or an electric passenger vehicle SHALL have received training approved by the OEM (Original Equipment Manufacturer) prior to completing the inspection. The mechanic shall also have a Mechanic Inspector Qualification Letter attesting to the OEM training.

## PART II – KANSAS HIGHWAY PATROL INSPECTION

It is the School/Transportation Director/Contractor's responsibility to contact the Kansas Highway Patrol to schedule your Part II Inspection. The Kansas Highway Patrol may use their discretion in some cases to contact the school to schedule the inspections however, the ultimate responsibility to schedule the inspections falls on the School/Transportation Director/Contractor.

DO NOT ask or expect the Kansas Highway Patrol to do pre-inspections. Your buses and school vehicles should be inspection ready at the time of the Part II inspection.

All school/activity buses and school passenger vehicles should be maintained in a safe operating condition at all times. All maintenance and repairs shall be performed using parts and repair procedures that meet or exceed the applicable National School Transportation Specifications & Procedures, Federal Motor Vehicle Safety Standards, Federal Laws and State of Kansas Laws.

If any school/activity bus or school passenger vehicle fails either the mechanical or safety inspection, it shall not be used for student transportation until all defects have been corrected and school vehicle has been approved.

Trooper's discretion is an essential part of the inspection process to ensure the safety of pupil transportation in Kansas.

### 1. MECHANIC INSPECTION

- Between June 1 and September 30, each year all Kansas School Buses, Activity Buses and School Passenger Vehicles shall be inspected.
- The inspection process is two parts with the first part being conducted by a mechanic knowledgeable about the mechanical systems of school buses and has a letter certifying his qualifications.
- The mechanic inspection shall meet the requirements of: FMCSA 49 CFR 396 Appendix A to Subchapter B - Minimum periodic inspection standards. Mark NA for any item not applicable on form.
- After the mechanic inspection is completed and documented on the appropriate form provided by the Kansas Department of Education, each Bus and School Passenger Vehicle shall be inspected by the Kansas Highway Patrol to determine whether the school/activity bus and or school passenger vehicle is equipped with the appropriate safety devices and those devices are in proper working order.
- Any school bus, activity bus, or school passenger vehicle that is purchased at any time following the required annual inspection period shall be inspected before being used to transport students.
- Inspectors performing Part I Mechanic Inspections of an electric bus, or an electric passenger vehicle SHALL have received training approved by the OEM (Original Equipment Manufacturer) prior to completing the inspection. The mechanic shall also have a Mechanic Inspector Qualification Letter attesting to the OEM training.
- The appropriate KSDE Dedicated Electric Vehicle Inspection form shall be utilized for all electric vehicles.

(KAR 91-38-5)

## 2. VEHICLE EXTERIOR

- Exterior should be clean on all school/activity buses and school passenger vehicles so all markings, lights and reflectors meet visibility requirements. Schools should take pride and keep their school/activity buses and school passenger vehicles clean and well maintained. The vehicle body should be reasonably dust-proof and watertight and should not allow fumes to enter the passenger compartment. Body should also be free from any jagged or sharp edges.
- School buses body shall be painted National School Bus Yellow. The body exterior trim shall be black and the roof of the bus may be painted white. The chassis and front bumper shall be black. Body, cowl, hood and fenders shall be in National School Bus Yellow. The flat top surface of the hood may be non-reflective black. Wheels may be silver, gray, white, yellow or black.
- Activity Buses & Multi-Function School Activity Buses may be any color. School Passenger Vehicles may be any color.
- The body shall bear the words "SCHOOL BUS" in black letters at least eight inches high on both front and rear of the body or on attached signs. Not Required on Activity Buses. The words "SCHOOL BUS" shall be removed if the school elects to keep the bus past 25 years for use as an activity bus.
- District, company name or owner of the bus displayed on each side of bus. The bus identification number displayed on the sides, on the rear and on the front on buses built 1997 and later. (1995 National Standards) Activity Buses may not have number or be required.
- School Passenger Vehicles shall bear the name of the School District plainly printed on both sides. (KSA 8-305)
- Each school bus emergency exit shall have the designation "Emergency Door" or "Emergency Exit," as appropriate, in letters at least 5 centimeters high, of a color that contrasts with its background. For emergency exit doors, the designation shall be located at the top of, or directly above, the emergency exit door on both the inside and outside surfaces of the bus. Each opening for a required emergency exit shall be outlined around its outside perimeter with a retro reflective tape with a minimum width of 2.5 centimeters and either red, white, or yellow in color. Activity Buses may not be equipped or required.
- Handicapped Markings - specially equipped school buses shall display (at least one) the International Symbol of Accessibility below the window line. Such emblems shall be white on blue or black background, shall not exceed 12 inches square in size and shall be of a high-intensity retro reflective material. School Passenger Vehicles may have a handicapped decal on the municipal license plate or an International Symbol of Accessibility decal not to exceed 12 inches square displayed on the vehicle.
- Reflectors as required by KSA 8-1707, 8-1711, 8-1712 and 8-1713.

(National School Transportation Specifications and Procedures, FMVSS 217)

## 3. TIRES, WHEELS / RIMS

- Tire Tread Depth Front - 4/32 inch Rear 2/32 inch
- Wheels/Rims and tires of the proper size and load rating commensurate with the chassis manufacturer's GVWR shall be provided. The use of multi-piece rims and/or tube-type tires shall not be permitted on any school bus ordered after December 31, 1995.
- Any sidewall cut, worn or damaged to the extent that the steel or fabric cord is exposed, or any observable bump, bulge or knot related to sidewall or tread separation.
- Tire is flat or has noticeable leak. No recapped or retread tires on the front axle.
- Wheels / Rims - nuts, bolts, studs, lugs or holes that are elongated, broken, missing, damaged or loose any cracked or broken wheel or rim.

(KSA 8-1742 National School Transportation Specifications and Procedures, FMVSS 120)

## 4. EXTERIOR LIGHTS & WARNINGS

- All light lenses should be clean and in good condition to provide optimum visibility requirements. (LED's) There is no minimum requirement on number of diodes functional. All lights must meet state law visibility requirements.
- Headlights shall operate on high and low beam and have a beam indicator on dash. School buses may have alternately flashing headlights /wig wag headlights.
- (KSA 8-1705, 8-1724, 8- 1729 & 8-1730.
- Horn is audible from approximately 200 feet away. (KSA 8-1738)
- Buses & School Passenger Vehicles shall be equipped with rear turn signal lamps and meet visibility requirements. (KSA 8-1708 & 8-1721)
- Emergency Flashers/Hazard Lamps shall function and meet visibility requirements.
- (KSA 8-1722)
- 8-Way Warning lights on school buses shall be functional and meet visibility requirements. (KSA 8-1730)
- Note: The 8-way lenses shall be switched to all amber lights to the front and all red to the rear if the school elects to keep the bus past 25 years for use as an activity bus.
- A Stop Arm shall be installed on every school bus used to transport students from home to school and/or school to home. The stop arm shall have the word "STOP" displayed in white upper-case letters on both sides. Each side of the stop arm(s) shall have at least two red lamps. If an optional second stop arm is installed on a school bus, the rearmost stop signal arm shall not contain any lettering, symbols, reflectorized tape or markings on the forward side.
- The stop arm(s) shall be removed if the school elects to keep the bus past 25 years for use as an activity bus. (FMVSS 131)
- Buses/School Passenger Vehicles shall be equipped with two functional white rear back-up lamps. (FMVSS 108, National School Transportation Specifications and Procedures)
- Back-Up Alarms became a requirement in the 1995 National Standards. School Buses built 1997 and after should have the alarm installed.  
(Activity buses may not be equipped or required)
- Buses and School Passenger Vehicles shall be equipped with functional brake lights and tail lights. Buses should have four combination red Brake Lights & Tail Lights and meet visibility requirements. (KSA 8-1706 ,8-1708 & 8-1721)
- Every new school bus put into initial service after July 1, 2007, shall be equipped with a white flashing strobe light mounted on the roof of such bus to afford optimum visibility. Not Required on Activity Buses. (KSA 8-1730)

## 5. EXTERIOR MIRRORS

- Each school bus shall have two outside rearview mirror systems, rear vision for the right and left side (one flat & one convex) and cross view for the right and left side. Mirrors shall be easily adjustable, but shall be rigidly braced, as to reduce vibration. All mirrors should be maintained in good condition.
- Activity Buses may not be equipped or required Cross View Mirrors and Convex Mirrors.
- Each school passenger vehicle shall be equipped with a mirror mounted on the left side of the vehicle and so located as to reflect to the driver a view of the highway to the rear of the vehicle.
- Each school passenger vehicle shall be equipped with an additional mirror mounted either inside the vehicle approximately in the center or outside the vehicle on the right side and so located as to reflect to the driver a view of the highway to the rear of the vehicle.

(FMVSS 111, 8-1740)

## 6. WINDSHIELD, GLASS, WIPERS & WASHERS

- Windshield, side and rear windows shall not be damaged which would substantially obstruct the driver's clear view of the highway or any intersecting highway.
- Wipers: shall be equipped with a device for cleaning rain, snow or other moisture from the windshield, which device shall be so constructed as to be controlled or operated by the driver of the vehicle.
- A windshield washer system shall be provided.

(KSA 8-1741, National School Transportation Specifications and Procedures, FMVSS 104)

## 7. SERVICE DOOR/STEPWELL AREA

- Service door should open and close smoothly. A stepwell lamp shall be illuminated by an entrance door-operated switch, to illuminate only when headlamps and clearance lamps are on and the entrance door is open. The stepwell should be in good condition and the support structure should not be damaged. The stepwell tread should not be loose, torn or damaged which would present a tripping hazard.
- Handrail shall not be loose or missing. Handrail should not catch or snag a ½ inch hex nut measuring ¾ inch across the flats when attached to a string and pulled through the area between the handrail and stepwell wall.

(National School Transportation Specifications and Procedures)

## 8. INTERIOR

- Interior lamps which illuminate the bus aisle shall be provided.
- The interior of the bus shall be free of all unnecessary projections. Interior overhead storage compartments may be provided if they are completely enclosed and equipped with latching door latch and all corners and edges rounded with a minimum radius of one inch or padded. Activity buses may be an exception.
- All seats shall be securely fastened to the floor, NO rear facing seats and NO tables.
- Seat cushions and coverings should be in good condition.
- Interior floor of the bus and/or school passenger vehicle should be clean to prevent any slipping hazard.
- Interior of the bus and/or school passenger vehicle should be clean and not present any health hazard. (i.e. dirt, dust, mold, discarded food items, etc.)

Note: All school/activity buses and school passenger vehicles should be considered an extension of the classroom with the same expectation for cleanliness.

(National School Bus Specifications & Procedures)

## 9. EMERGENCY EXITS

- Inspect for operation and condition of rear emergency door and side door, door latch, positive door opening device, emergency exit windows, and roof hatches. (The positive door opening device should be installed on most school buses built 1995 and later. If the device is not present look for evidence of having been removed and use officer discretion. Activity Buses may not be equipped or required.

## EMERGENCY EXITS (continued)

- Each school bus emergency exit provided shall have the designation "Emergency Door" or "Emergency Exit," as appropriate, in letters at least 5 centimeters high, of a color that contrasts with its background. For emergency window exits, the designation shall be located at the top of, or directly above, or at the bottom of the emergency window exit on both the inside and outside surfaces of the bus. The designation for roof exits shall be located on an inside surface of the exit, or within 30 centimeters of the roof exit opening.
- Concise operating instructions describing the motions necessary to unlatch and open the emergency exit shall be located within 16 centimeters of the release mechanism on the inside surface of the bus. These instructions shall be in letters at least 1 centimeter high and of a color that contrasts with its background. (Note: due to vandalism of stickers, directions may be on outside surface of window provided they can be read from inside and meet all other criteria)
- On the inside surface of each school bus with one or more wheelchair anchorage positions, there shall be a label directly beneath or above each Emergency Door or Emergency Exit Window a label stating in letters at least one inch high, the words "DO NOT BLOCK" in a color that contrasts with the background of the label.
- When a release mechanism is open for an emergency exit door(s) and/ or an emergency window exit(s) on a school bus, and the vehicle's ignition is in the "on" position, a continuous warning shall be audible at the drivers seating position and in the vicinity of that emergency exit. Activity Buses may not be equipped or required.
- Care should be exercised when inspecting roof hatches to prevent any unnecessary damage.
- PLEASE NOTE: An audible alarm is not required by law for roof hatches.

(FMVSS 217)

## 10. DRIVER'S COMPARTMENT

- Each Bus and School Passenger Vehicle shall have a shoulder/lap seatbelt installed for the driver. Seatbelt shall not have any tears or cuts and have a functional buckle.
- School Buses built in 1992 and prior may be equipped with driver lap belt only.
- School Passenger Vehicles shall also have seat belts for each seating position in the vehicle. Seatbelts shall not have any tears or cuts and have a functional buckle.
- School Passenger Vehicles manufactured with airbags should not display any warning indicating the system is not functional.
- School Passenger Vehicles shall have a legible tire and load sticker with a rated capacity on the inside driver's door pillar. NO 12 or 15 passenger rated vans. (FMVSS 110, KSA 72-64,100)
- School Buses shall have an interior glass mirror which shall be laminated, tempered or bonded to a backing which retains the glass in the event of breakage and shall have rounded corners and protected edges. Mirrors shall be 6x16 inches minimum for Type A buses and be 6x30 inches minimum for Types C and D buses. Activity Bus may not be equipped or required.
- School Buses shall have a sun visor/shield installed in a position convenient for use by the driver.
- School Buses shall have a manual noise suppression switch installed in the control panel. The switch shall be labeled and alternately colored. This switch shall be an on/off type that deactivates body equipment that produces noise, including, at least, the AM/FM radio, heaters, air conditioners, fans and defrosters. This switch shall not deactivate safety systems, such as windshield wipers or lighting systems. (Buses built 2007 and later 2005 NATIONAL STANDARDS - Activity Buses may not be equipped or required)



## **DRIVER'S COMPARTMENT (continued)**

- All school buses are required to be equipped with ABS brakes (Anti-Lock Brake System) if they are air brake equipped and manufactured in 1998 or later or manufactured with hydraulic brakes in 1999 or later. There should not be any warning lights lit indicating the ABS is malfunctioning, however some ABS systems require the bus to be moving before the light turns off. Use officer discretion.
- Note: Registration & registration paperwork is not required for school buses meeting requirements of KSA 8-128.

(National School Transportation Specifications and Procedures, FMVSS's)

## **11. AIR BRAKES (If equipped)**

- An illuminated air pressure gauge shall be provided that will indicate to the driver the air pressure in pounds per square inch.
- A low air pressure warning signal is required on vehicles with air brakes. A warning signal readily audible and visible to the driver must come on before the air pressure in the tanks falls below 60 psi.
- A "Maxi Brake Release" is allowed on the parking brake release knob.

(National School Transportation Specifications and Procedures, FMVSS's)

## **12. EMERGENCY EQUIPMENT**

School Passenger Vehicles are not legally required the emergency equipment items listed for activity/school buses by law, however maybe equipped, dependent on school district policy.

Each activity/school bus shall contain the following emergency equipment:

- At least one 2A-10BC fire extinguisher mounted in full view of, and readily accessible to, the driver.
- At least one seatbelt/web cutter accessible to the driver.
- At least one readily identifiable first aid kit in a removable, waterproof, and dustproof container mounted in full view of, and readily accessible to, the driver.
- At least one readily identifiable body fluid clean-up kit, in a removable, waterproof, and dustproof container mounted in full view of, and readily accessible to, the driver.
- A minimum of three reflectorized triangle warning devices, securely stored but in an accessible location.

(KAR 91-38-2)

## **13. POWER / WHEELCHAIR LIFT (If equipped)**

- Doorways, in which a power or wheelchair lift is installed, shall be equipped with a special light that provides illumination on the floor of the bus immediately adjacent to the lift during lift operation.
- The lift door shall have positive fastening devices to hold doors in the "open" position when the special service entrance is in use.
- The lift door(s) shall be equipped with a device that will actuate an audible or visible signal located in the driver's compartment when the door(s) is not securely closed, and the ignition is in the "on" position.
- Wheelchair anchorage tracks, floor plates or other anchorages points should be clean of debris, maintained and securely fastened to the floor.

# Kansas School/Activity Bus & School Passenger Vehicle Inspection Process Part I & Part II Information & Guidelines

## POWER / WHEELCHAIR LIFT (If equipped continued)

- Wheelchair tie downs should not be lying on the floor when not in use.
- A device for storage of the wheelchair tie downs shall be provided for school buses built 1997 and later. When the tie downs are not in use, the storage device shall allow for clean storage of the system, shall keep the system securely contained within the passenger compartment, shall provide reasonable protection from vandalism and shall enable the system to be readily accessed for use.
- The power / wheelchair lift should operate properly.
- Note: If lift is located in the front of the bus, the bus is required to have a 30-inch pathway to an emergency exit door.

(National School Transportation Specifications and Procedures, FMVSS 222, SAE J2249)

## ELECTRIC VEHICLE SAFETY

- High-voltage cables are **ORANGE** to identify them easily
- Avoid all contact with live high-voltage components
- Only specially qualified personnel may perform work on the high-voltage system
- It can take 10-15 minutes for complete discharge of the high-voltage capacitor when shutting down the high-voltage system
- Pay attention to warning labels and their meanings on certain parts of the vehicle; take the appropriate precautions
- The high-voltage system has no user-serviceable parts - **DO NOT** disassemble, remove or replace high-voltage components, cables or connectors
- If a crash occurs, do not touch any high-voltage wiring, connectors, components connected to the wiring and any metal surface
- If a thermal event occurs, immediately contact your local fire emergency responders

## ELECTRIC VEHICLE MARKINGS

An electric vehicle may be marked with NO more than four ISO (International Organization for Standardization) 7010 - W012 Dangerous Voltage decals.

<https://www.iso.org/obp/ui#iso:grs:7010:W012>

The decals shall be NO more than 4 inches x 4 inches in size. The placement of the decals is at the owner's discretion. It is recommended no more than one sticker per side of the bus. NO decal shall be placed on the windshield or any other window of the vehicle. Blue bumpers, blue wheels are prohibited under Kansas law.



National School Transportation Specifications and Procedures

## MODIFICATIONS

Per Kansas law, a school bus used to transport students in Kansas in any manner cannot be altered, changed or modified.

EXAMPLES INCLUDE BUT NOT LIMITED TO:

- Mounted hand sanitizers
- Plexiglass shields
- Plastic curtains for the drivers seating area



## **MODIFICATIONS continued**

- Plastic curtains for student seating
- Brush Guards
- LED Bars
- Bike Racks

Hand sanitizer may be on the bus if school district policy allows it. Pumps or spray bottles may be used which need to be stored and or secured while the vehicle in motion.

(KSA 8-2009, 8-2009a and KAR 91-38-4)

## **TEMPERATURE SENSING TECHNOLOGY**

Safety Vision IR Thermometer, TRS (Temperature Reading Station-247 Security Inc), PPE Warrior AL Thermometer, PRO-VISION PX-1510 Compact Infrared Temperature Scanner and the OTC513us have been approved for installation on the bus. It shall be installed per the Bus Manufacturer's recommendations. It shall be a flush mounted system utilizing an adhesive material and shall be mounted on the right side of the entry area as you enter the bus. No adjustable brackets or pedestals allowed. Due to HIPAA concerns, the system shall not display a temperature reading which can be seen by others. Temperature sensing equipment shall be touchless and shall not require a student to place their forehead near the sensor. Similar temperature sensing technology and installation must be approved by the Bus Manufacturer. Please consult with Kansas Truck, Midwest Bus Sales, Midwest Transit Equipment or Masters Transportation prior to any purchase or installation of this technology.

(National School Transportation Specifications and Procedures)

## **TWO-WAY COMMUNICATION SYSTEM**

Every school bus, activity bus, and school passenger vehicle shall be equipped with a two-way communication system. Cell phones can meet this requirement with the recommendation of including a hands-free device.

(KAR 91-38-2)

## **INSPECTION STICKER**

- The School Vehicle Owner should have the lower drivers-side School Vehicle window clean and the previous year's inspection sticker removed prior to the inspecting trooper's arrival.
- Once the vehicle has passed the inspection process the inspecting trooper should apply the sticker.
- The sticker shall be displayed on the outside lower drivers-side corner of the bus window. The control number (inspection sticker #) shall be noted in the appropriate location on the inspection form.
- If the windshield is replaced after the initial inspection and the current sticker is destroyed the Kansas Highway Patrol should issue a replacement sticker. The School Vehicle Owner shall provide the trooper with the initial inspection form and the new replacement control number (inspection sticker #) should be noted on the form after verifying the windshield has been replaced and the new sticker has been applied.

(KAR 91-38-5)

## FORMS

The School/Activity Bus Part I & II Inspection forms are combined into one single document to allow like form fields such as the VIN to populate from one entry, alleviating the need to type fields more than once which are duplicated on these two forms. When printing the School/Activity Bus Part I & II Inspection forms it is mandatory for each individual form (Mechanic & KHP) to be printed on separate single sheet of paper. The appropriate KSDE Dedicated Electric Vehicle Inspection form shall be utilized for all electric vehicles.

## Macintosh/Apple

- Mac users must have Acrobat or Reader installed and be viewing the PDF in Acrobat or Reader for the form to work. Many Mac users have the Preview Application as their default PDF viewer, and it does not support many interactive features.
- Open the Inspection form
- Save/Download the Inspection form to your computer.
- Locate the Save/Downloaded file on your computer and open with Adobe Reader or Adobe Acrobat.
- Fill out the form and save and print

## Questions - Contact the Kansas State Department of Education School Bus Safety Unit.

- Keith Dreiling, State Director (785) 296-4567
- Dennis Tate, Asst. State Director, 785-296-4545
- Melissa Ostermeyer, Training Coordinator, 785-296-5659
- Sarah Harter, Senior Administrative Assistant, 785-296-3551