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| **VEHICLE SAFETY INSPECTION CHECKLIST — PART 1 (Quarterly – see Point 1)**The following Inspection Procedure is to supplement and is in addition to the normal companyservice and Vehicle Manufacturers Specifications

|  |  |  |  |
| --- | --- | --- | --- |
| Owner: | Kyeema Support Services | Registration Number: |  |
| Address: | 50 Lalor St Portland 3305 |
| Date:  |  | Odometer (kms): |  |

**Point 1**: To be undertaken on a bus 5 years old or more, or that has travelled more than 500,000 kms, at maximum intervals of not more than three months or 10,000 Km whichever occurs first; and on a bus less than five years old, at intervals of not more than 3 months or 20,000 km whichever occurs first.* All inspection procedures to be carried out in accordance with the appropriate requirements/standards
* Three monthly period to allow for operating low annual kilometres
 |
|  |  |  |
| **ITEM** | Inspection: Satisfaction | Rectified |
| Yes ( ? ) | No ( ? ) | Date | Signed |
| **TYRES & WHEELS** |   |   |   |   |
| Wheel Nuts (Visual) |   |   |   |   |
| Front Wheels & Lock Rings for Condition |   |   |   |   |
| Tyre for Correct Pressure & Valves for Leaks |   |   |   |   |
| Tyre Tread for Condition & Depth |   |   |   |   |
| Tyre Walls (without wheel removal) for Damage |   |   |   |   |
| Tyre Construction for Correct Location |   |   |   |   |
| **BRAKES** |   |   |   |   |
| Brake Lines & Hoses for Condition |   |   |   |   |
| Brake Linings for Wear & Contamination |   |   |   |   |
| Brake System for Air Leaks |   |   |   |   |
| Slack Adjusters & Auto Adjusters for Operation & Locking |   |   |   |   |
| Air/Vacuum for Correct Build Up Time |   |   |   |   |
| Drain Valves for Operation |   |   |   |   |
| Service & Parking Brake for Correct Operation |   |   |   |   |
| Hydraulic Fluid for Level & Leaks |   |   |   |   |
| Brake Warning System for Operation |   |   |   |   |
| **CONTROLS** |   |   |   |   |
| Gear & Clutch Controls for Correct Operation |   |   |   |   |
| Steering System for Free Play & Slackness |   |   |   |   |
| Steering Arms & Tie Rods for Condition |   |   |   |   |
| Windscreen Wipers/Washers for Operation & Condition |   |   |   |   |
| Demister for Operation |   |   |   |   |
| **LIGHTING** |   |   |   |   |
| Headlamps for Operation & Damage |   |   |   |   |
| Park, Rear, Clearance, No. Plate, Stop, Reverse, Turn Signal, Warning Lights, Hazard Light & Dash Lights for Operation & Damaged Lenses. |   |   |   |   |
| Step, Interior & Destination Lights for Operation |   |   |   |   |
| **BATTERY** |   |   |   |   |
| Battery Terminals & Cables for Condition |   |   |   |   |
| Battery & Battery Carrier for Security |   |   |   |   |
| **GENERAL** |   |   |   |   |
| Power Steering System for Leaks |   |   |   |   |
| Engine for Excessive Oil & Water Leaks |   |   |   |   |
| Exhaust System for Condition, Security & Efficiency |   |   |   |   |
| Gearbox & Differential for Excessive Oil Leaks |   |   |   |   |
| Fuel System for Leaks |   |   |   |   |
| Axle Hub Seals for Leaks |   |   |   |   |
| Horn for Operation |   |   |   |   |
| Springs/Airbags for Condition |   |   |   |   |
| **BODY** |   |   |   |   |
| Glazing for Condition |   |   |   |   |
| Rear Vision Mirrors for Security & Condition |   |   |   |   |
| Body Exterior for Dangerous Projections |   |   |   |   |
| Passenger Access Doors for Security & Operation |   |   |   |   |
| Seats for Security |   |   |   |   |
| Steps, Floor & Hatches for Security & Condition |   |   |   |   |
| Engine Cover Sealing inside Passenger Compartment for Condition |   |   |   |   |
| Fire Extinguisher for Presence & Charge |   |   |   |   |
| Road Test |   |   |   |   |
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| The operator must retain this form for a period of at least three years after the inspection |
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| **Inspection Completed** |
| Name:  |  |
| Signed: |  |

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| **VEHICLE SAFETY INSPECTION CHECKLIST - PART 2 (Quarterly – see Point 2)**The following Inspection Procedure is to supplement and is in addition to the normal company service and Vehicle Manufacturers Specifications

|  |  |  |  |
| --- | --- | --- | --- |
| Owner: | Kyeema Support Services | Registration Number: |  |
| Address: | 50 Lalor St Portland 3305 |
| Date:  |  | Odometer (kms): |  |

**Point 2:** To be undertaken at maximum intervals of not more than three months or 30,000 Km whichever occurs first. All inspection procedures to be carried out in accordance with the appropriate requirements/standards. * Low annual km (under 10,000 km) vehicles would have parts 1 & 2 carried out at a maximum of three-monthly periods.
 |
|  |  |  |  |  |
| **ITEM** | Inspection:-Satisfaction | Rectified |
| Yes ( ? ) | No ( ? ) | Date | Signed |
| **SUSPENSION** |   |   |   |   |
| Radius Rods for Condition of Joints |   |   |   |   |
| Front & Rear Axle Mountings for Condition & Cracks |   |   |   |   |
| Spring Hangers/Shackles/Springs for Condition |   |   |   |   |
| Shock Absorber & Joints for Condition |   |   |   |   |
| Air Bags & System for Condition |   |   |   |   |
| "U" Bolts & Centre Bolts for Security & Condition |   |   |   |   |
|   |   |   |   |   |
| **BRAKES** |   |   |   |   |
| Vaccum System Air Filter for Security & Cleanliness |   |   |   |   |
| Air Priority System for Operation & Condition |   |   |   |   |
| Retarder/Exhaust Brake for Operation & Control |   |   |   |   |
|   |   |   |   |   |
| **STEERING** |   |   |   |   |
| Steering Box for Security & Operation |   |   |   |   |
| Steering Pins, Joints & King Pins for Condition |   |   |   |   |
| Steering Wheel & Column for Excessive Play |   |   |   |   |
|   |   |   |   |   |
| **GENERAL** |   |   |   |   |
| Engine Insulating Material for Contamination |   |   |   |   |
| Driver Shafts for Condition & Security |   |   |   |   |
| Universal Joints & Splines for Condition |   |   |   |   |
| Fuel Tank Mounting & Fuel Line Mounting for Security |   |   |   |   |
| Wheel Bearings for Adjustment |   |   |   |   |
| Wheel Nuts for Tightness |   |   |   |   |
|   |   |   |   |   |
| **BODY** |   |   |   |   |
|   |   |   |   |
| Body Mounting Attachments for Security & Condition |   |   |   |   |
| Body for Visual Structural Defects |   |   |   |   |
|   |   |   |   |   |
| **SIGNS** |   |   |   |   |
| Check Quality and Condition of Legal Signs |   |   |   |   |
|   |   |   |   |   |
| Road Test |   |   |   |   |
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| The operator must retain this form for a period of at least three years after the inspection |
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| **Inspection Completed** |
| Name:  |  |
| Signed: |  |

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| **VEHICLE SAFETY INSPECTION CHECKLIST - PART 3 (Annual – see Point 3)** |
| The following Maintenance Procedure is to supplement and is in addition to the normal company service and Vehicle Manufacturers Specifications |
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| --- | --- | --- | --- |
| Owner: | Kyeema Support Services | Registration Number: |  |
| Address: | 50 Lalor St Portland 3305 |
| Date:  |  | Odometer (kms): |  |

 |
| **Point 3:** To be undertaken at maximum intervals of not more than twelve months or 100,000 Km whichever occurs first. |
| All inspection procedures to be carried out in accordance with the appropriate requirements/standards. |
|  |  |  |  |  |
| **ITEM** | Inspection:-Satisfaction | Rectified |
| Yes ( ? ) | No ( ? ) | Date | Signed |
| **BRAKES** |   |   |   |   |
| Brake Equipment for Assembly & Wear |   |   |   |   |
| Brake Drums/Discs for Condition |   |   |   |   |
| Air System for Contamination |   |   |   |   |
|   |   |   |   |   |
| **GENERAL** |   |   |   |   |
| Gearbox Housing for Security & Condition |   |   |   |   |
| Engine Mountings for Condition |   |   |   |   |
| Chassis Rails & Cross Members for Condition & Cracks |   |   |   |   |
| Starter Motor for Security |   |   |   |   |
|   |   |   |   |   |
| **Road Test** |   |   |   |   |
|  |  |  |  |  |
| The operator must retain this form for a period of at least three years after the inspection |
|  |  |  |  |  |
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| --- |
| **Inspection Completed** |
| Name:  |  |
| Signed: |  |

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