

4.2. Maintenance and safety checks

Delivery Plan

Learners will need input in the following areas:

- Vehicle checks
- Importance of checks
- Follow up action

4.2a. Vehicle checks

Drivers should show awareness of checks that need to be carried out before taking a bus from the garage. These may vary depending on company procedures but will normally include:

- external visual examination of bus checking for correct light operation, collision damage and any evidence of fluid leaks, tyre condition, wheel nut alignment.
- interior examination checking security of floor traps, seat cleanliness and fitment, emergency exit warnings, graffiti etc
- cab controls - any warning lights, brake warning device checked and operation confirmed
- water level
- satisfactory wheelchair ramp operation

(Also see sample checklist on next page)

During the journey, the drivers should monitor the condition of the vehicle and, where any defects occur, assess whether they might affect the safety of the vehicle or passengers.

Procedures for where drivers take over a vehicle on the road should also be covered. This will usually involve a quick visual inspection and confirming with the previous drivers that there are no defects.

Activity suggestions

1. Demonstration by drivers of vehicle checks and correct operation of the wheelchair ramp
2. Responses to scenarios such as 'What if the oil pressure light came on during the journey?' (Could be done in conjunction with the previous outcome relating to knowledge of the vehicle.) See Appendix F – Limehouse Link Tunnel Fire Case Study.

4.2b. Importance of checks

Drivers need to understand the importance of checks and the implications of not carrying them out. This will include:

- safety issues related to not carrying out checks or not reporting identified defects
- contractual issues related to carrying out of checks (i.e. it is part of their job role)
- possible penalties and other implications where checks are not carried out e.g. wheelchair ramp failure and mechanical lost mileage penalties.

Activity suggestions

1. Questioning about implications of not carrying out checks as required: Implications for company, for customer and for drivers.

4.2c. Follow up action

Drivers will be required to report defects or sign a log sheet or report to the effect that there are no defects. Trainers will need to be aware of the procedures in place within specific companies.

Activity suggestions

1. Completing defect report/log card

Resources

1. Company rule books/procedure manuals
2. The Big Red Book, issued annually by London Buses
3. Vehicle operation manuals
4. Operating manuals for ticketing equipment
5. AVL system training materials (from London Buses – contact the Business Liaison Manager, Technical Services Group, London Buses on 020 3054 0636 for details).

Vehicle checklist

Exterior Checks:

- All lights
- Registration plates
- Body panels/flaps/windows
- Wheels and tyres
- Leaks
- Emergency engine stops
- Fluid levels
- Vehicle licences
- Wheelchair ramp

Interior Checks:

- Step edges
- Floor traps and covering
- Handrails
- Step, stair and gangway lights
- Panels, access panels, trim
- Fire extinguishers
- First aid kit
- Doors
- Emergency exits
- Ventilation/windows

Cab Area checks:

- Windscreen washers/wipers
- Demister
- Mirrors
- Air gauges
- Speedo (Tacho)
- Horn
- Warning devices

- Dashboard lights
- Buzzers
- Drivers controls

Types of vehicle

Drivers need to be aware of the different types of vehicles that they may be required to drive and should show an awareness of why this is important (i.e. safety reasons). This will include knowledge (position and operation) of:

- type of transmission
- steering
- brakes
- suspension
- parking brake
- master/start switch
- door controls
- windscreen wipers/washers
- indicators and lights (including headlight dip and flash, and fog lights)
- horn operation
- cab light
- saloon lighting
- destination lights
- heating and de-misting controls
- warning lights
- audible warnings
- operation of wheelchair ramps (where fitted)
- operation of any other relevant features

Drivers need to be aware of any differences in passenger capacity of different vehicles. Drivers should be aware of the importance of setting blinds correctly, including the correct alignment of route number and destination (note that the amendments to the Conduct of Drivers, Inspectors, Conductors and Passengers Regulations which came into effect in October 2002 now make this a legal requirement), and know how to operate the vehicle's interior ventilation and temperature adjustment controls.

Training and assessment of this outcome might be combined with the outcome on vehicle safety checks (above).

Activity suggestions

1. Demonstration of awareness of where different controls are on a vehicle used on the route.
2. Identifying different controls on diagram or picture of cab controls (may be able to use adapted drawings from vehicle operation manuals).