

## **ATTACHMENT #34**

### **NJAC 13:20-30.1 ff – SUPPLEMENTAL INSPECTION OF SCHOOL BUSES CRITERIA**

**(10 Pages)**

## SUPPLEMENTAL INSPECTION OF SCHOOL BUSES

### 13:20-30.1 Scope

(a) This subchapter shall apply to all school buses registered in this State, except buses that are also used for the transportation of passengers for hire and that are subject to inspection by the Motor Vehicle Commission's Commercial Bus Inspection and Investigation Unit.

(b) Children shall not be transported in a school bus unless the school bus has been subjected to an in-terminal inspection by the Motor Vehicle Commission's School Bus Inspection Unit pursuant to N.J.A.C. 13:20-30.15 and has been determined to be in compliance with all applicable inspection standards set forth for school buses in N.J.A.C. 13:20-49 through 53C.

(c) A school bus inspection certificate of approval that has been issued to a school bus shall be deemed void upon the transfer of ownership of the school bus, and such school bus shall not be used for the transportation of children unless the school bus has been subjected to an in-terminal inspection by the Motor Vehicle Commission's School Bus Inspection Unit pursuant to N.J.A.C. 13:20-30.15 and has been determined to be in compliance with all applicable inspection standards set forth for school buses in N.J.A.C. 13:20-49 through 53C.

(d) A school bus shall not be used for the transportation of children when the school bus displays an inspection decal issued by a new motor vehicle dealer pursuant to N.J.A.C. 13:20-28.6 or when the school bus displays a temporary authorization certificate issued pursuant to N.J.A.C. 13:20-7.4.

Amended by R.2003 d.36, effective January 21, 2003. See: 34 N.J.R. 829(a), 35 N.J.R. 450(a). Rewrote this section.

Amended by R.2006 d.249, effective July 3, 2006. See: 38 N.J.R. 386(b), 38 N.J.R. 2835(a). Added designation (a); in (a), substituted "Motor Vehicle Commission's" for "Division's"; and added (b) through (d).

### 13:20-30.3 Inspection and maintenance

(a) Every school bus that is registered in this State shall be systematically inspected and maintained by the operator to insure that such bus is in safe and proper operating condition.

(b) An operator of a school bus shall maintain a systematic inspection and maintenance record for each school bus owned or leased by such operator.

(c) An operator shall inspect each school bus owned or leased by such operator in accordance with the vehicle manufacturer's maintenance requirements.

(d) The inspection and maintenance records shall include the following::

1. An identification of the school bus including New Jersey registration plate number, make, model, model year, vehicle identification number, number of tires, tire size, and number of tire ply;
2. A record of inspection and repairs indicating the nature of repairs and the date of completion ;
3. A lubrication record;
4. A systematic means for indicating for each school bus the nature and due date of the next inspection and maintenance operations to be performed for all systems;
5. The name of the lesser or contractor furnishing the school bus if a school bus is leased or otherwise contracted for, and;
6. A daily school bus condition report by the driver.

(e) The inspection and maintenance records shall be maintained by the operator for the life of the school bus; provided, however, that the daily school bus condition reports by the driver shall be maintained by the operator for a period of one year. The inspection and maintenance records shall be available for inspection by the Commission or the Office of Student Transportation in the Department of Education.

Amended by R.2003 d.36, effective January 21, 2003. See: 34 N.J.R. 829(a), 35 N.J.R. 450(a). Rewrote this section.

Amended by R.2005 d.24, effective January 18, 2005. See: 35 N.J.R. 5483(a), 37 N.J.R. 321 (a). In (d)6 substituted "school bus" for "vehicle"; rewrote (e)

### 13:20-30.4 Unsafe operations forbidden

An operator shall not operate or permit or require a driver to operate any school bus determined by the inspection or operation thereof to be in such condition that its operation would be hazardous or likely to result in the breakdown of the vehicle, nor shall any driver operate a school bus which by reason of its mechanical condition is so imminently hazardous to operate as to be likely to cause an accident, a breakdown of the vehicle, or an unsafe condition for the occupants thereof.

Amended by R.2003 d.36, effective January 21, 2003.

See: 34 N.J.R. 829(a), 35 N.J.R. 450(a).

Rewrote this section.

### 13:20-30.5 Inspection of school buses in operation

(a) Every State police officer and every school bus inspector of the Motor Vehicle Commission, at the direction of the Chief Administrator, or at the request of the Office of Student Transportation in the Department of Education, may enter upon and perform inspections of school buses in operation upon the highways of this State or at the premises or places of business of the operator of such vehicles provided, however, that such State Police officer or Motor Vehicle Commission school bus inspector has been authorized so to inspect by the Chief Administrator and has been trained with regard to school bus inspection standards and test procedures.

(b) Reports of the inspection described in (a) above shall be submitted to the Chief Administrator or his or her designee. Such reports shall remain on file at the Motor Vehicle Commission for two years from the date of the inspection. The right of examination of such reports may be denied pursuant to N.J.S.A. 47:1A-3 in cases where the reports being sought for examination pertain to any investigation in progress, if the inspection, copying, or publication of the reports is not in the public interest.

(c) Any authorized State Police officer or Motor Vehicle Commission school bus inspector shall declare and mark "out-of-service" any school bus which by reason of its mechanical condition may cause a breakdown, accident, or unsafe condition for occupants thereof.

(d) Any school bus that has been declared and marked "out-of-service" shall not be operated until all "out-of-service" repairs have been satisfactorily completed. The term "operate" as used in this section shall include towing the vehicle; provided, however, that vehicles marked "out-of-service" must be towed by means of a vehicle using a crane or hoist; and provided further, that the vehicle combination consisting of the emergency towing vehicle and the "out-of-service" vehicle meets the performance requirements of N.J.S.A. 39:3-68.

(e) No person shall remove any marking indicating that a school bus has been declared "out-of-service" prior to completion of all "out-of-service" repairs.

(f) The person or persons completing the repairs required by the "out-of-service" notice shall certify to the Chief Administrator the date and the time the required repairs were completed.

(g) No persons may be transported in a school bus that has been declared "out-of-service" prior to completion of all "out-of-service" repairs and the Motor Vehicle Commission's inspection and certification of all "out-of-service" repairs.

(h) The driver of any school bus who receives notice that the vehicle is "out-of-service" shall deliver such notice to the operator upon his or her arrival at the next terminal, maintenance facility, or place of business of the operator.

(i) Any and all defects and deficiencies noted on the "out-of-service" notice shall be corrected. The driver's failure to comply with (h) above shall not excuse the operator from taking appropriate action to correct defects and deficiencies which come to his or her attention by any means whatsoever.

Amended by R.1996 d.28, effective January 16, 1996. See: 27 N.J.R. 4140(a), 28 N.J.R. 272(a).

Amended by R.2003 d.36, effective January 21, 2003. See: 34 N.J.R. 829(a), 35 N.J.R. 450(a). Rewrote this section.

Amended by R.2006 d.249, effective July 3, 2006. See: 38 N.J.R. 386(b), 38 N.J.R. 2835(a). Substituted "Motor Vehicle Commission" for "Division" and "Chief Administrator" for "Director" throughout; and in (g), substituted "Motor Vehicle Commission's" for "Division's".

### 13:20-30.6 Inspection of Damaged School Buses

(a) An operator shall not permit or require a driver to operate, nor shall any driver operate a school bus that has been damaged in an accident or by other cause until an inspection has been performed by a person qualified to ascertain the nature and extent of the damage and such person has determined it to be in safe operating condition.

(b) An operator shall notify the Motor Vehicle Commission's School Bus Inspection Unit within 72 hours of any accident involving a school bus that has resulted in mechanical damage to such school bus sufficient to require the school bus to be towed from the scene of the accident.

Amended by R.2003 d.36, effective January 21, 2003. See: 34 N.J.R. 829(a), 35 N.J.R. 450(a). Rewrote this section.

Amended by R.2006 d.249, effective July 3, 2006. See: 38 N.J.R. 386(b), 39 N.J.R. 2835(a). Substituted "Motor Vehicle Commission's" for "Division's" in (b).

### 13:20-30.7 Daily School Bus Condition Report by Driver

(a) Every operator shall require his or her drivers to report, and every driver shall prepare such a report in writing at the beginning of his or her workday or tour of duty, which report shall list any defects or deficiencies of the school bus discovered by said driver as would be likely to affect the safe operation of the school bus or result in its mechanical breakdown, or shall indicate that no such defects or deficiencies were discovered by him or her.

(b) The daily school bus condition report shall include, but not be limited to, the following:

1. The Driver's name, date, school bus registration plate number, school bus number assigned by the operator, and mileage;
2. Mirror system, including the proper adjustment thereof;
3. Service brakes;
4. Parking brake;
5. Gauges and warning devices;
6. Steering mechanism;
7. Lights and reflectors;
8. Tires;
9. Wheels, rims, and lug nuts;
10. Glazing;
11. Windshield wipers and washers;
12. Fluid leaks;
13. Visible damage;
14. Horn;
15. Exhaust system;
16. Emergency equipment;
17. Emergency exits, windows, and roof hatches;
18. Seats, including seat belts, seat mounting, and the condition thereof; and
19. Special transportation equipment.

(c) An operator shall examine such reports and shall repair the defects or deficiencies noted therein. An operator shall certify on the report that the defects or the deficiencies have been repaired. The driver shall sign the report to acknowledge that he or she has reviewed the report and that there is a certification that the required repairs have been performed.

Amended by R.2003 d.36, effective January 21, 2003.

See: 34 N.J.R. 829(a), 35 N.J.R. 450(a).

Rewrote (a); added a new (b); recodified former (b) as (c) and rewrote the paragraph.

Amended by R.2005 d.24, effective January 18, 2005.

See: 35 N.J.R. 5483(a), 37 N.J.R. 321(a) In (c), deleted the last sentence.

### 13:20-30.8 Required Practices

(a) The following items of equipment shall be inspected and maintained at least once every three months, or every 3,000 miles, or as set forth in the manufacturer's recommended maintenance schedule, whichever occurs first:

1. All brake-lines, linings and components;
2. Drive lines;
3. Doors, aisles, and seats;
4. Tires, wheels, and flaps;
5. Springs;
6. Emergency equipment;
7. Fuel system;
8. Cooling system;
9. Lighting devices, horns, and mirrors;
10. Transmission;
11. Steering equipment;
12. Axles and steering assemblies;
13. Clutch;
14. Exhaust system;
15. Glazing and wipers;
16. Mirror system adjustment, including the proper adjustment thereof in accordance with the school bus mirror test procedure set forth in FMVSS No. 111 (49 CFR 571.111), incorporated herein by reference, as amended and supplemented; and
17. Safety equipment required by Federal law or rule, New Jersey statute, or Motor Vehicle Commission rule.

Amended by R.2003 d.36, effective January 21, 2003. See: 34 N.J.R. 829(a), 35 N.J.R. 450(a).

In (a), rewrote the introductory paragraph, substituted "linings and components" for "lining" in 1, deleted "system" in 10, substituted "steering" for "the tie rod" in 12, added a new 16, recodified former 16 as 17 and rewrote the paragraph.

Amended by R.2006 d.249, effective July 3, 2006. See: 38 N.J.R. 386(b), 38 N.J.R. 2835(a). Substituted "Motor Vehicle Commission" for "Division" in (a)17.

### 13:20-30.9 Standards

All equipment subject to inspection shall meet the standards now or hereafter prescribed by Federal law or rule, New Jersey statute, or Motor Vehicle Commission rule.

Amended by R.2003 d.36, effective January 21, 2003.

See: 34 N.J.R. 829(a), 35 N.J.R. 450(a). Rewrote this section.

Amended by R.2006 d.249, effective July 3, 2006. See: 38 N.J.R. 386(b), 38 N.J.R. 2835(a). Substituted "Motor Vehicle Commission" for "Division".

### 13:20-30.10 Certification

(a) Every operator shall certify to the Chief Administrator, on a form prescribed by the Chief Administrator, that he or she has inspected and maintained his or her school buses in conformity with this subchapter.

(b) Such certification shall be made once every 12 months.

Amended by R.2003 d.36, effective January 21, 2003. See: 34 N.J.R. 829(a), 35 N.J.R. 450(a).

In (a), substituted "operator shall" for "owner or lessee must" preceding "certify", "prescribed by the Chief Administrator, that he or she has" for "prescribed that he has" preceding "inspected" and "his or her school buses in conformity with" for "his vehicle in conformity to".

Amended by R.2006 d.249, effective July 3, 2006. See: 38 N.J.R. 386(b), 38 N.J.R. 2835(a). Substituted "Chief Administrator" for "Director" two times in (a).

### 13:20-30.11 Penalties

Any operator who violates any provision of this subchapter may be subject to the suspension or revocation of his or her New Jersey school bus registration privileges.

Amended by R.2003 d.36, effective January 21, 2003.

See: 34 N.J.R. 829(a), 35 N.J.R. 450(a).

Substituted "operator" for "owner or lessee" and "his or her New Jersey school bus registration privileges" for "his New Jersey registration and license privileges".

### Driver License Record Inspection - N.J.S.A. 18A:39-17

A list of all drivers shall be provided to inspection personnel at time of in-terminal inspection with the following information:

- Driver's Name
- Social Security Number
- Driver's License Number
- Expiration Date of License
- Drug Testing Information; All transportation providers must have a random drug testing program as outlined in FMCSR 382.305.
- Endorsements
- Restrictions
- Criminal Background Check
- Physicals

## SCHOOL BUS INSPECTION PROCEDURES

**NOTE:** Inspection Rejection Criteria Begins On Page 60

Credentials must be presented at the time of inspection, consisting of a Valid Registration, Insurance Card and License Plates. **Exception:** New school vehicle purchases that require new plates will be inspected prior to license plate issuance. Information will be verified on license plates, credentials and vehicle for accuracy. Once verified, this information will be used to complete the top of the School Bus Inspection form (SS-45).

### **Front End Check**

- The School Bus shall be lifted to check the front end components for looseness and excessive movement.
- While the School Vehicle is raised, the front wheels shall spin freely.
- A pry bar for leverage **will be used** to check for wheel rock on the "C" and "D" School Buses. (To avoid damage, the leverage bar should not be used in the same wheel slot as the valve stem. Care should be taken to not damage any brake backing plates that may be present on front wheels).
- Check for side to side looseness by grasping the tire at 11 o'clock and 5 o'clock position. Alternately push and pull on the wheel to detect any looseness. Move hands to the 1 o'clock and 7 o'clock positions and repeat.
- Check for bent wheels, cracks in the wheel, and loose lug nuts.
- Check the condition of the front tires, including sidewall and tread depth.
- Lower the School Bus to the ground, and then perform a visible inspection of all front end components. This shall be conducted by having a team member rock the steering wheel back and forth.
- Check the steering box, tie rod ends, pitman arm, idler arm, and drag link for excessive wear or looseness.
- Check the steering damper for wear (This looks like a shock absorber mounted sideways) and is located on the front of the drag link.
- Check all nuts and bolts; all castle nuts should have cotter pin through them.
- Check sway bar bushings and support brackets for wear or missing rubber bushings, and mounting bolts/nuts.
- Check the steering box for dripping leaks and that bolts/nuts are tight.
- Check for cracking where the steering box is mounted to the frame from both sides.
- Check the spring shackles and bushings for cracks and missing rubber bushings.
- Check each shock absorber by physically grabbing it, check for wear, leaks, and worn bushings and secure mounting.
- **(Make sure all team members are aware the engine is going to be started)** The School Bus will then be started to check for binding of the power steering unit. While the engine is running, turn the steering wheel all the way to the left, then all the way to the right to check for binding. There shall be no binding. Service brake must be applied during this test.
- Check for steering wheel lash.

**NOTE:** Depending on type of School Vehicle presented, some items may be viewed and checked easier while hood is opened.

**NOTE:** Extreme caution should be used when conducting the following stages of the examination. The engine will be turned off, key removed from ignition switch, drive wheels chocked, the transmission in park or neutral, parking brake set and hood opened. Safety goggles/glasses and bump cap will be worn when working under School Buses.

**Under Hood Check** – The Bus will **NEVER** be moved with the hood opened.

- Check for loose battery cables or corrosion. (May be on side of bus depending on size of bus)
- Check for chaffing of wiring or hoses, all wires and hoses should be secure, not rubbing against frame, metal brackets, etc.
- Check for frayed, cracked or missing drive belts.
- Check for holes in the firewall and missing grommets.
- Check the bottom and sides of the radiator for leaks and proper mounting.
- Check the radiator hoses, transmission cooler lines for wear and leaks. Hoses or lines should not be rubbing against the frame, brackets, other lines, etc.
- Check that the wires are connected to the brake failure switch (a block located usually just below the master cylinder, mounted between the brake lines).
- Check brake back-up systems, servo motor operation on electric backup, hydraulic hoses on the hydraulic backup system and check to see that the hydraulic failure switch is connected.

**Under Body Check**

- The individual inspecting the under carriage of the School Bus **WILL** take the ignition key in their pocket, so that the School Bus can not be started or moved. The Hood shall remain opened until undercarriage check is completed.
- **A clear communication signal will be given by the under carriage inspector, to other team members when he/she is going under the School Bus, and when he/she has completed the under carriage inspection.**
- **The undercarriage inspector shall inspect the ground surface under the bus prior to using the creeper to insure that there are no obstructions that could cause personal injury or obstructions to the creeper wheels.**

Using a creeper, bump cap, safety goggles/glasses, flashlight and gloves; inspect the underside of the bus. Starting from the rear of the bus and moving forward. The following items shall be checked:

- Exhaust System: Pipes, Hangers, Brackets, Muffler, Catalytic Converter, Clamps.
- Floor, Floor Supports and Undercoating.
- Seat Attachment Points and surrounding floor area for cracks or damage.
- Body clips/fasteners.
- Cross members.
- Leaf and Coil Springs, Hangers and associated hardware.
- Brake Lines and Rubber Hoses.
- Air Brake Chambers, Lines, Tanks, Type and Adjustments and for Air Leaks.
- Brake Shoes and Pads.
- Brake Drums and Rotors.
- Rear Pinion Seal and Axle Seals.
- Drive Shaft, Drive Shaft Guards and Carrier Bearings.
- Fuel Lines, Fuel Tank and Heat Shields.
- **Any Fluid Leaks:** Engine Oil, Transmission Fluid, Power Steering Fluid, Fuel, Brake Fluid, Hydraulic Oil, Antifreeze and Gear Oil.
- Tires and Rims.
- Shock Absorbers.
- **Any unusual circumstances or questions WILL be brought to the Supervisor or Team Leaders attention.**

Upon completion of the under carriage check, the hood will be closed, and latched, wheel chocks removed from tires. The key will be returned to the ignition switch.



## Exterior Check

While Inspecting the School Bus Exterior, the following shall be checked:

- Headlights
- Parking Lights
- Directional Signals
- Hazard or 4-way lights
- Identification/Clearance Lights
- Tail and Stop Lights
- Reverse Lights
- School Bus Warning Lights and Hoods (Destination lights if "SCHOOL BUS" is illuminated)
- Stop Arm and Warning Lights
- Windshield Wiper Blades
- All Glazing/Windows
- Operator Identification Lettering and GVWR (IF Required)
- Battery Compartment and Identification
- Body of Vehicle
- Bumpers
- Tires and Rims
- Rub Rails
- Mirrors
- Fuel Cap and Filler Neck.

\* Including all lenses

Upon completing the rear light check, open the rear door and check the rear door buzzer and any interlock system that does not require a key. The positive locking device and seal around the emergency door should also be checked at this time.

## School Bus Interior Check

With the gear selector in neutral, parking brake applied, turn the ignition key in the "on" position, the following shall be checked:

- Grab handles
- Driver seat and seatbelt
- Seats backs and bottoms for condition, padding and mounting.
- Crash Barriers for spacing and covering.
- Seat belts for condition and attachment points.
- Aisle condition.
- Rear door latching/ interlock system.
- Emergency roof hatches, operation, buzzers, instructions and reflective tape.
- Emergency push-out windows, buzzers and instructions
- Emergency door and positive locking device.
- Cleanliness
- Fans, heater and defroster.
- Indicator lights for braking and warning devices.
- Air and vacuum gauges and warning devices.
- Dome light and stepwell lights.
- First aid kit and contents
- Fire extinguisher
- Reflectors/Triangles mounted in box.
- Seatbelt cutter.
- Pry bar

When bus is at normal operating conditions, emission test will be performed. Test results will be recorded on SS-45 in appropriate space.

Prior to having bus company driver perform brake test, check for pedal reserve and fading. Check parking brake for operation and reserve. Perform brake test following established procedures. Record results on SS-45 in appropriate space.

<b>1. CREDENTIALS</b>		
<b>Inspection Procedures:</b>	<b>30 Day if:</b>	<b>Out-of-Service if:</b>
<b>a. License</b> <b>(39:3-10) (N.J.A.C. 13:20-30.14)</b>  Inspect that license is valid w/proper endorsements and/or restrictions. Inspect that license is legible and not damaged. Inspect that license is in the driver's possession. <b>EFFECTIVE 10-01-2006</b> - Inspect that all drivers transporting school students are CDL licensed with the "P" and "S" endorsements.		Expired, suspended, improper class CDL, CDL without proper endorsement, operating in violation of a CDL restriction or conforms to Out of Service Code N.J.A.C.13:20-31.38

#### **Class/Endorsement/Restrictions**

Class A: With "P" and "S" endorsement

Class B: Bus with a GVWR of 26,001 lbs. or more with "P" and "S" endorsement

Class C: School Vehicle/Bus with a GVWR less than 26,001 lbs. with "P" and "S" endorsement

Endorsement: P- Passenger

S - School Bus Driver – Required for all school bus drivers, Must have added to CDL by September 30, 2006

Restrictions: L - Excludes vehicles with air brakes

M - Excludes Class A passenger vehicles

N - Excludes Class A & B passenger vehicles

O - Valid in tow trucks only

P - Non - CDL 15 passenger or less

Q - 15 passengers or less

R - Bus mechanic without passengers (bus mechanic must have this restriction if he has a "P" Endorsement, they may only drive an empty bus – No passengers)

**NOTE: Bus operators, who drive buses that are equipped with an air parking brake, must have L-restriction removed from his/her CDL license. There shall be no restriction indicated on driver's license if said driver operates a bus equipped with any braking system fully or partially on the air brake principal.**

**Out of state drivers must be properly licensed according to their home state regulations when operating school buses in New Jersey. If not permitted/properly licensed in home state, out of state drivers cannot operate a school bus in NJ.**

#### **Student Transportation Driver License Requirements**

The following rules apply to drivers of New Jersey registered vehicles which are used to transport students to and from school and school related activities.

#### **Small School Vehicle**

##### **9 passengers or less (Excluding the Driver)**

A small School Vehicle (Type "S") is vehicle used to transport students to and from school or school related activities (i.e. car, suburban, and minivan). These vehicles are registered with an "S2" license plate.

**NJ Driver:** Class "C" CDL with "P" & "S" Endorsement, Criminal Background Check, Physical, Drug and Alcohol testing.

**PA Driver:** Class "C" CDL with "P" & "S" Endorsement, Criminal Background Check, Physical, Drug and Alcohol testing.

#### **Dual Purpose Vehicle**

##### **9 Passengers or less (Excluding the Driver), Not Registered as a School Bus**

A Dual Purpose Vehicle is not registered as a school bus (S2 License Plate) because its primary function is not school transportation (i.e. van, taxi, limousine, ambulance, medical transport). These vehicles are generally registered with Limo or Livery license plates, and are required to be inspected for school use when used to transport students.

**NJ Driver:** Class "C" CDL with "P" & "S" Endorsement, Criminal Background Check, Medical Certificate, Drug and Alcohol testing.

**PA Driver:** Class "C" CDL with "P" & "S" Endorsement, Criminal Background Check, Medical Certificate, Drug and Alcohol testing.

Operators of Dual Purpose vehicles with school bus inspection stickers do not need a CDL license, unless they are transporting students.