

Pre-Trip Inspections

Pre-Trip Inspections should be conducted everyday before vehicle is put into service.

The following items should be inspected daily.



- ⇒ **Engine Compartment:** All fluid levels should be checked and filled to proper level, and any leaks or stains that are on the ground should be noted and turned into transit manager.
- ⇒ **Chassis of vehicle:** tires, exhaust system, bumpers front and rear.
- ⇒ **Overall condition of body:** windows, mirrors, all doors on the chassis and body of the bus, and any body damage.
- ⇒ **Exterior/Interior lights:** should be checked for proper operation.
- ⇒ **Interior condition of vehicle:** the vehicle should be clean (seats, floor and windows). All items such as first aid kit, fire extinguisher, body fluid clean up kit should be filled before vehicle is put into service. All vehicle gauges should be checked for proper operation.
- ⇒ **Wheelchair lift and securement stations:** Even if the wheelchair lift is not going to be used for the day, the lift should be run through one complete cycle daily. The securement stations, track and tie-down system should be inspected on a daily basis.

Safe Driving Tips

- ✓ Be familiar with and obey all traffic rules.
- ✓ Anticipate hazardous locations:
 1. blind alleys or intersections
 2. low overhangs (tree branches, entrances to hospitals, banks, etc.)
- ✓ Be alert and keep your mind on the task at hand-DRIVING.
- ✓ Be aware of railroad crossings.
- ✓ When driving, reduce your speed when conditions change in the weather.
- ✓ A good rule for following distances is the “three second rule”-three seconds behind the vehicle ahead.

Railroad Crossings



When transporting passengers in a bus the following steps should be taken at all railroad crossings.

- Turn on four-way flashers (overhead warning lights mounted on rear of bus) approximately 200 feet before the crossings.
- Stop no closer than 15 feet and no farther than 50 feet from the nearest railroad track.
- To better hear the train, roll down the driver’s window, open up passenger door, and turn off all fans and stereo.
- While stopped, listen and look carefully in each direction.
- If no train is coming proceed with caution.

Emergency and Evacuation Procedures

You must be prepared to provide evacuation assistance to elderly and/or passengers with disabilities who use your transportation vehicle. As a driver, you have an important responsibility for the welfare and safety of your passengers.

In an emergency, passengers will look to you the driver for direction. Remaining **CALM** is crucial.

Remember as the driver of your vehicle, you are responsible for directing passengers and passers-by in giving assistance.

However, once public safety personnel arrive on the scene, they will assume command and control of the emergency. At that point, your responsibility is seeing to the needs of your passengers.

For Further Information Contact:

1-800-714-7296 or e-mail: transitinfo@mt.gov

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Dept. Alternative accessible formats of this information will be provided upon request. For further information call (406)444-6331 or TTY (800)335-7592, or by calling Montana Relay at 711.

SAFE DRIVING TIPS



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