COLORADO
Department of Education
School Finance and Operations Division

CDE Annual Inspection/Preventative Maintenance Checklist 2022-2023

ALL ITEMS ON THIS CHECKLIST ARE MANDATORY. USE OF THIS SPECIFIC CHECKLIST IS NOT MANDATORY.

Inspection Site: _____

Model Year:_____Body:_____Chassis:_____License Plate: _____

Inspector Number(s):_____Inspector signature(s):_____

Previous Inspection Odometer:_____Date:_____Current Inspection Odometer: _____

Date Inspection Started: _____Date Inspection Completed:_____Unit #_____

Annual:_____ PM:_____ *** not required for PM** ***Inspector initials required only for multiple inspectors***

Codes Required	A. Road Test Inspection	Inspect. Initials
	1. Check driver seat and seat belt for proper operation and condition	
	2. Check for steering play and binding. Steering column components	
	3. Check operation of instruments/gauges, indicator lights, warning systems, horns	
	4. Check windshield, mirrors, driver visor and hardware	
	5. Check windshield wiper/washer for proper operation	
	6. Check air system build time (depleted to fully charged) Maximum of 4 minutes	
	7. Check retarder indicator lights, proper function	
	8. Air: Check governor **cut in**_____PSI **cut out**_____PSI	
	9. Air: Check with fully charged system(full brake application) Observe gauge loss_____PSI	
	10. Check service brake: pedal free travel, adequate pedal height and reserve, ABS, booster operation (hydraulic) and brake action/operation, wear indicators. (hydraulic and air)	
	11. Perform brake valve check to include parking brake operation Low pressure warning light and buzzer actuate at _____PSI Park brake sets at_____PSI	
	12. Check information on registration form: Vin #, License Plate # for consistency	
	13. Pre-inspection Road Test	
Codes	**B. Under Hood Inspection**	**Initials**
	1. Cable operation: e-brake, choke, throttle, kill cable, accelerator linkage and return spring	
	2. Inspect all brake, fuel, cooling and lubricant lines, fitting, electrical wiring for proper routing, clamping, signs of chafing, kinking, deterioration or leaks	
	3. Inspect exhaust system components, leakage, mounting, shields	
	4. Inspect compressor, inspect/replace air filter and/or air compressor filter element as needed	
	5. Check windshield washer fluid reservoir for leaks, mounting	
	6. Inspect radiator mounting, core, cap, water pump, fan, clamps, hoses and shutters test and record coolant freeze point_____(-30F minimum)	
	7. Inspect alternator, tensioner, all drive belts and pulleys for condition and adjust as required	
	8. Check fluid levels, Condition, and inspect for leaks	
	9. Inspect steering column, shaft, clamp bolts, and universal joints	
	10. Inspect power steering system and components, proper mounting, condition	
	11. Check brake master cylinder, fluid for condition, clarity, and proper level (hydraulic)	
Codes	**C. Interior Inspection**	**Initials**
	1. Check all heaters, defrosters, interior lighting, and electrical accessories for operation	
	2. Check all glass (windshield, windows and dash) inspect window guides and latches	
	3. Emergency exits: operation, warning devices (buzzer), interlock, operation decals	
	4. Emergency equipment: fire extinguisher, first aid kit, belt cutter, body fluid cleanup kit	
	5. Check triangle reflectors, box mounting and seal	
	6. Check video system, PA system, 2-way radio for operation, child reminder	

Codes: 1 = Inspected 2 = Adjusted 3 = Repaired 4 = Replaced 5 = Rebuilt 6 = Lubricated 7 = N/A

STU-26 Completed copy to be placed in vehicle file. 10.02(a)

	7. Inspect seats, cushions, barriers, step well, hand rails, flip seats	
	8. Check for and inspect special needs equipment, securements, and accessories	
	9. Inspect floor covering and trim, bulk head, service door	
	10. Inspect interior for sharp projections, and securement of accessories	
Codes	**D. Under Vehicle Inspection**	**Initials**
	1. Inspect steering system: shaft, lock bolts, nuts, stops-looseness, damage, play, binding, clamping, signs of chafing kinking, deterioration or leaks	
	2. Inspect front and rear suspension, springs, cross members, shackles, shocks, and frame brackets for looseness and damage	
	3. Inspect air ride suspension system and components if applicable	
	4. Inspect axle pinion and transmission flange for looseness, inspect propeller shaft for damage	
	5. Inspect u-joints, carrier bearings and guards for excessive wear or damage and visually inspect differential for leakage, mounting, fluid level and pinion cage bolts	
	6. Check air tanks/reservoirs, drier for mounting, moisture release valve and heater operation	
	7. Inspect transmission: linkage, excessive leakage, change fluid and filters as needed	
	8. Inspect fuel system, fuel tank, mounting, cage, components, lines, leaks	
	9. Inspect body to frame clamps, insulators and cowl hold-down bolts for looseness	
	10. Inspect engine and transmission mounts for looseness or deterioration	
	11. Inspect all brake, fuel, cooling and lubricant lines, fitting, electrical wiring for proper routing, clamping, signs of chafing, kinking, deterioration or leaks	
	12. Optional equipment: auto-chains, sanders, coolant heaters, radio (adjustment, leaks and operation)	
	13. Inspect exhaust system for leakage or looseness and proper supports, shields if required	
	14. Clutch condition and components	
	15. Driveline retarder components, mounting, wiring	
	16. Inspect air brake chambers, mounting, caging bolt dust cover/cap	
Codes	**E. Around Vehicle Inspection**	**Initials**
	1. Body condition, bumpers, tow hooks, numbering, lettering (damage)	
	2. Check exit door operation, adjustments and seals	
	3. Check compartment doors, hinges and latches	
	4. Check all exterior lights, mirrors, and reflectors (operation/visible)	
	5. Inspect batteries and tie downs, test batteries	
	6. Check operation and condition of stop arm	
	7. Inspect lift door, lift operation, warning system (if applicable) and symbols	
	8. Manual slack adjuster_____Automatic slack adjuster_____ Inspect slack adjusters and **Record Brake Stroke** (air brakes/applied method) **LF:**_____**RF:**_____**LR:**_____**RR:**_____(before disassembly) **LF:**_____**RF:**_____**LR:**_____**RR:**_____(after assembly)	
	9. Tires: condition, tread depth (minimum reading), matching	
	10. Tire PSI **LF:**_____**RF:**_____**LRO:**_____**LRI:**_____**RRO:**_____**RRI:**_____(before) Tire PSI **LF:**_____**RF:**_____**LRO:**_____**LRI:**_____**RRO:**_____RRI:_____(after)	
	11. Tread Depth **LF:**____/32 **RF:**____/32 **LRO:**____/32 **LRI:**____/32 **RRO**____/32 **RRI:**____/32	
	12. Wheels: size, width, type, valve stems, studs, lug nuts	
*	13. Remove wheels inspect linings, and brake components	
	14. Inspect front and rear wheel seal areas for any leakage (oil or brake fluid)	
	15. Check hydraulic: Wheel cylinders, calipers, valves, lines, drums/rotors	
*	16. Record brake shoe/pad lining readings (minimum reading) **LF**_____:_____/32 **RF**_____:_____/32 **LR**_____:_____/32 **RR**_____:_____/32 **LF**_____:_____/32 **RF**_____:_____/32 **LR**_____:_____/32 **RR**_____:_____/32	
*	17. Brake drum/rotor reading Manufacturer Spec: Front:_____Rear:_____ **LF:**_____**RF:**_____**LR:**_____**RR:**_____(reading at previous annual) **LF:**_____**RF:**_____**LR:**_____**RR:**_____(current reading)	
*	18. Air disc brake pad to rotor clearance **LF:**_____**RF:**_____**LR:**_____**RR:** _____	
	19. Post inspection road test	

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