

**CHAPTER 6**

**SCHOOL PUPIL ACTIVITY BUS, YOUTH BUS, AND GENERAL PUBLIC  
PARATRANSIT VEHICLE INSPECTION**

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## CHAPTER 6

### SCHOOL PUPIL ACTIVITY BUS, YOUTH BUS, AND GENERAL PUBLIC PARATRANSIT VEHICLE INSPECTION

#### 1. GENERAL.

a. Guidelines. The following general guidelines apply to the School Pupil Activity Bus (SPAB), Youth Bus, and General Public Paratransit Vehicle (GPPV) Inspection Programs.

(1) Program Scope. These programs stress obtaining compliance with legal requirements through concerted inspection and certification activity. They relate primarily to vehicle condition and adequacy of maintenance programs. Requirements apply to SPABs, as defined in Vehicle Code (VC) Section 546; Youth Buses, Section 680 VC; GPPVs, Section 366 VC; and to their operators.

(2) Authority and Responsibilities. The Department's authority for the SPAB, Youth Bus, and GPPV Inspection Programs is contained in Section 2807.1, 2807.3, and 34501.8 VC. Assigned responsibilities are detailed in Chapter 1 of this manual.

(3) Inspection and Schedules. Inspections shall be scheduled and conducted by field Division Motor Carrier Safety Units (MCSU) to utilize available resources efficiently.

(a) Every SPAB, youth bus, and GPPV shall be inspected for compliance with provisions of state law before being placed in service for certified use.

(b) An annual inspection of each SPAB, youth bus, and GPPV shall be conducted within 13 months from the date of previous certification.

(c) Each SPAB, youth bus, or GPPV complying with all requirements at the time of inspection shall be certified (see paragraph 1.d.).

(d) SPAB, youth bus, and GPPV terminal inspections shall be performed annually to determine compliance with VC and Title 13, California Code of Regulations (13 CCR) requirements. These inspections shall be given the same priority and conducted to the same depth of inspection as school bus terminal inspections.

(e) When a motor carrier subject to and in compliance with the Federal Motor Carrier Safety Regulations maintains pertinent records at locations

outside the State of California, they shall be deemed in compliance with the statutory requirements set forth in Section 2807.2 VC, provided such carriers make the required records available within 48 hours upon request by this Department.

(f) Supplemental terminal inspections shall be performed as necessary to gain continued compliance with preventive maintenance requirements, to evaluate requests for equipment exemptions, and as required for complaint and collision investigations.

(4) Number of Buses to be Certified (SPAB and Youth Bus).

(a) Only those buses that can be expected to be used in pupil activity transportation or youth bus service will be certified.

(b) Normally, SPAB or youth bus carriers with more than ten buses will not have all of their vehicles certified. Only the number of vehicles that can be shown as necessary to fulfill the carrier's contracts with schools will be certified; this includes a reasonable number of vehicles to accommodate inspection, repair, or other conditions which take a certified vehicle out of service.

b. Inspection Procedures and Reports. Unless otherwise specified in this chapter, vehicle and terminal inspections shall be conducted in accordance with procedures in Chapter 2 (except for hazardous materials). Activity reporting shall be as outlined in Chapter 3.

c. CHP 294D, Youth Bus or General Public Paratransit Vehicle (GPPV) Inspection Application.

(1) Youth bus and GPPV carriers may obtain applications from local CHP Area offices or field Division MCSUs.

(2) Carriers will mail completed applications, with a fee (\$85 for each youth bus, \$50 for each GPPV to be inspected), to the CHP, Fiscal Management Section, Post Office Box 942898, Sacramento, CA 94298-0001.

(3) Fiscal Management Section will send one copy of the application to the carrier and one to the appropriate field Division MCSU indicating "fees paid."

(4) The field Division MCSU will then contact the carrier and arrange to inspect and certify the vehicle(s) in accordance with this chapter.

(5) To verify correction of noted defects, one reinspection of each bus or GPPV is authorized without submission of a new application and fees.

d. CHP 292, Inspection Approval Certificate, or CHP 292A, Vehicle Inspection Certificate (Variable Seating). Certification of compliance with all legal requirements is indicated by a CHP 292, Inspection Approval Certificate, or CHP 292A, Vehicle Inspection Certificate (Variable Seating) (see Chapter 5, Annex A). The certificate provides for annual approvals and must be displayed in a holder as prescribed by 13 CCR Section 1231.

(1) A Motor Carrier Specialist (Specialist) or commercial officer shall complete the certificate, including signature and date at the time the vehicle is certified.

(2) Upon change in design or capacity of a SPAB, youth bus, or GPPV, or when all approval spaces have been utilized, a new CHP 292, Inspection Approval Certificate, shall be issued, if approval is justified, and the old certificate destroyed.

(3) If a certificate is lost, damaged, or becomes illegible, a replacement may be issued. Area commands may issue replacement certificates, entering pertinent data obtained from Division MCSU.

(4) A valid CHP 292, Inspection Approval Certificate, shall be accepted statewide, and an inspection shall not be required or performed solely because a SPAB, youth bus or GPPV has been transferred to a different Area, unless the vehicle has been acquired by a different owner, or a justifiable reason to complete another inspection exists.

e. Liaison with Area Commands. Each field Division MCSU shall maintain liaison with Area commanders concerning SPAB, youth bus and GPPV matters and, unless otherwise notified by an Area command, may furnish each Area with an annual control list of such buses inspected or subject to inspection in the Area.

## 2. INITIAL SPAB AND YOUTH BUS INSPECTION.

a. Form. A CHP 294A, SPAB–Youth Bus–GPPV Initial Inspection (see Chapter 5, Annex A), shall be used to record the initial inspection of each vehicle. It serves as a permanent record of the vehicle and its equipment and provides a checklist of equipment requirements.

b. Initial Inspection Guidelines. Initial inspections and completion of the CHP 294A, SPAB–Youth Bus–GPPV Initial Inspection, shall be in accordance with the following instructions. All spaces provided on the form shall be marked as indicated or the symbol “N/A” entered.

(1) Vehicle and Carrier Identification. Record the basic vehicle and carrier information in the spaces provided. Check the appropriate box(es) to indicate

the type of vehicle being inspected, e.g., SPAB, youth bus, or GPPV. If the "SPAB" box is checked, either the "Common Carrier/Tour Bus" box or the "Publicly Owned Transit System" box must also be checked.

(2) Chassis Ratings. Enter the manufacturer's gross axle weight rating (GAWR) for each axle, and the gross vehicle weight rating (GVWR).

(3) Tire Capacity. Enter the number of tires for each axle and their sizes. Calculate and record the indicated tire data as obtained from the vehicle and the tire load limit tables in the Highway Patrol Guide (HPG) 83.2, Vehicle Equipment Inspection Guide, Annex B, C, or D. Tire capacity must meet or exceed the chassis manufacturer's GVWR and/or gross weight, including load.

(a) A SPAB shall not be certified as being in compliance with all applicable laws and regulations if it is fitted with any tire which does not bear original tire markings from which its load capacity can be determined, either directly or by looking up the capacity in the tables in Annex B, C, or D of HPG 83.2, Vehicle Equipment Inspection Guide.

(b) The CHP 292, Inspection Approval Certificate, shall not be signed and dated if any of the following information is missing from manufacturer's certification labels or plates, the labels or plates are missing or not permanently attached to the vehicle, or markings on at least one side of the tires are not legible:

1 The GVWR (must be separately listed, not assumed by adding axle weight ratings).

2 Tire weight rating information as marked by the original manufacturer of the tire (tire size information is acceptable if it can be used to derive weight ratings from Annex B, C, or D of HPG 83.2, Vehicle Equipment Inspection Guide).

(c) If any of the conditions described in paragraph(3)(b) exist, the carrier shall be advised that the CHP 292, Inspection Approval Certificate, will not be signed until the vehicle is equipped with labels or plates that show the necessary information and tires that meet all legal requirements and bear original markings.

(4) Complies Yes/No Checklist. Inspect all vehicle components for safe and proper operating condition. Use a CHP 343-1, Continuation, for remarks and explanations if necessary. Inspect all numbered items for compliance. Record the inspection findings under the Complies "Yes" or "No" columns; enter "N/A" for nonapplicable items. Record violations of unlisted VC or 13 CCR equipment provisions in the "Other Mechanical Defects" portion of the form.

(5) Description of "No" Items. Describe violations briefly but clearly, keying each entry to applicable item number.

(6) Report Completion. Complete the statement "Page \_\_\_ of \_\_\_" to indicate the total number of pages that will make up the report. Record the required information in the lower portion of the inspection form; when a certificate is issued, enter the certification date.

(7) Discussion of Findings. When a vehicle cannot be certified (e.g., compliance with all numbered items on the CHP 294A, SPAB-Youth Bus-GPPV Initial Inspection, is not evident), verbally inform the carrier or his/her representative of the fact and advise him/her of the procedures necessary to clear the vehicle.

(8) Inspection Report Distribution. Furnish the carrier or his/her representative with the yellow copy of the completed inspection report. Forward the original and pink copies to Division MCSU, except when a vehicle reinspection is scheduled.

### 3. ANNUAL SPAB, YOUTH BUS, AND GPPV INSPECTIONS.

a. Procedure. Inspect each SPAB, youth bus, and GPPV annually for continued compliance with equipment requirements.

b. Form. Annual SPAB, youth bus, and GPPV inspections shall be recorded on a CHP 343A, Vehicle/Equipment Inspection Report. The CHP 343A, Vehicle/Equipment Inspection Report, shall be completed and processed in accordance with Chapter 2.

### 4. ANNUAL SPAB, YOUTH BUS, AND GPPV TERMINAL INSPECTION.

a. Preventive Maintenance. Annual inspection and evaluation of each SPAB, youth bus, and GPPV operator's Preventive Maintenance and Periodic Inspection Program for compliance with 13 CCR Section 1232 is required. Such inspections will be conducted in accordance with applicable provisions of Chapter 2 and shall be recorded on a CHP 343, Safety Compliance Report/Terminal Record Update.

(1) When SPAB, youth bus, or GPPV program vehicles are inspected in conjunction with other program terminal inspections, refer to Chapter 3, Paragraph 2.b. for proper activity reporting.

(2) Responsibility for conducting SPAB, youth bus, and GPPV terminal inspections shall not be delegated to Area commands.

b. Noncomplying Vehicles. When vehicle discrepancies are noted during any inspection, the MCS or commercial officer shall record the specific code violations on the appropriate vehicle inspection form. Deficiencies shall be described clearly.

(1) The carrier or his/her representative shall be provided a copy of the inspection report and a vehicle reinspection shall be scheduled.

(2) The carrier shall be advised that if all discrepancies have not been corrected upon reinspection, the vehicle will be placed out of service.

c. Modified Out-of-Service Action.

(1) Action. When a SPAB, youth bus, or GPPV is unsafe for operation on the highway as provided in the out-of-service standards in HPM 82.6, Commercial Enforcement Manual, Chapter 3, Annex A, action shall be taken to restrict its use for transporting pupils and to advise the carrier that it is unlawful to operate it on the highway.

(a) The vehicle inspection form shall be annotated: "It is unlawful to operate the vehicle described on the highway for any purpose. Authority: 13 CCR Section 1230(a)."

(b) A properly completed CHP 346A, Out-of-Service Vehicle Decal, shall be affixed to the vehicle.

(2) Clearance. A SPAB, youth bus, or GPPV may be placed back in operation and the out-of-service vehicle decal removed during a certificate term if appropriate correction of mechanical deficiencies has been accomplished.

## 5. VEHICLE REINSPECTION.

a. Scheduling. Reinspection shall be scheduled promptly to verify correction of deficiencies and to permit certification of the vehicle. This activity shall be coordinated and monitored by a Division MCSU supervisor.

b. MCSU Personnel. At the time of the initial inspection, the Specialist or commercial officer may arrange with the carrier for reinspection of a SPAB, youth bus, or GPPV, in which case the MCS will retain the copies of the inspection report. After vehicle certification, the copies shall be forwarded to the Division MCSU. Alternatively, copies of the initial inspection report may be sent to the Division MCSU and vehicle reinspection arranged by the MCSU supervisor.

c. Reinspection Reporting. Unless otherwise provided, inspections other than those for issuing or updating CHP 292s, Inspection Approval Certificate, shall be reported as reinspections. When a partial inspection is performed, insert “partial inspection” on CHP 343A, Vehicle/Equipment Inspection Report Motor Carrier Safety Operations.

6. ENFORCEMENT.

a. Enforcement Action. Division MCSU supervisors shall advise the Division chief in writing of all SPAB, youth bus, or GPPV carriers who demonstrate continued substandard compliance with the laws and regulations.

b. Enforcement Guidelines. Enforcement guidelines for passenger carriers are contained in Chapter 1.

7. DIVISION REPORTS AND RECORDS.

a. Annual Statistical Data. Once during each year, each MCSU shall develop information relative to carrier category, e.g., common carrier/tour bus or public transit system, and number of certified vehicles by class for each terminal in the Division including total mileage operated.

(1) MCSU supervisors will coordinate with other Divisions and report total SPAB and youth bus statewide mileage from only one Division for a motor carrier subject to and in compliance with the Federal Motor Carrier Safety Regulations.

(2) For operators with more than one terminal location, care should be taken to prevent duplicate reporting of vehicle count.

b. Annual Survey. At the end of each year, Division MCSUs shall report SPAB and youth bus program size and mileage. Preparation of this report is outlined in Chapter 5.