



Shuttle bus maintenance schedule

The schedule most operators mean to follow and few do. Print it and keep it in the bus. Written for an HLE shuttle bus, but only the floor note is HLE-specific; the chassis manufacturer's manual governs chassis items.

Every day (driver, before the first run)

- Walk around: tires, lights, mirrors, doors, lift door latched, no fluid under the bus.
- Lift: cycle it once. A lift that is not cycled daily is the one that fails with a passenger on it.
- Wheelchair securements and belts present and working.
- Fire extinguisher charged, first aid kit and triangles aboard.
- Back-up alarm and camera working.

Every week

- Wash the bus, including the underside in winter. Road salt sitting on the structure is the fastest way to shorten its life.
- Check the entry steps, step nosing and step lights.
- Check the interior for loose seat hardware and trim.

Every month

- Look at the roof from a ladder. Sealant at every roof penetration (A/C, vents, antennas, marker lights) should be intact with no cracks or gaps.
- Open the electrical panel door: no moisture, no corrosion, no chafed loom.
- Battery tray: terminals clean and tight, cables in the guide, tray slides.
- Lift: lubricate per the lift manufacturer's schedule; check the interlock.
- Door: adjust and lubricate the entry door mechanism.
- A/C: clean the condenser and evaporator filters; check the drain.

Every 3 months / 5,000 miles

- Chassis service per the chassis manual: oil and filter, chassis lubrication, brake inspection, tire rotation.
- Look under the floor: crossmembers, outriggers, body mounts. Surface rust on hardware is normal; scale or flaking on structure is not.
- Step wells and wheel wells: probe for soft spots. On an HLE bus the floor is composite and will not rot, but the coverings and nosing still wear.
- Inspect all body seams and the lift door seal.

Every 6 months

- Reseal any roof penetration showing a gap; do not wait for a stain.
- Check every egress window latch and the emergency exit decals.
- Test every interior light, dome light and marker light.
- Inspect the wheelchair securement tracks and anchorages.

Every year

- Full body inspection, underneath and inside the walls where accessible.
- Lift: annual inspection per the lift manufacturer; keep the record.
- A/C: full service by the system installer or dealer; leak-down test.
- Heater hoses, A/C hoses, coolant.
- Review the warranty registration and mileage against the warranty terms.

Service log (keep it; a maintenance history is what makes a warranty claim go through the first time and a used bus worth something)

Date	Mileage	Service performed	By