

INTERIOR OF BODY, PASSENGER ENTRANCES, EXIT STEPS AND PLATFORMS

APPLICATION

This inspection applies to all buses. Buses which have an accessibility certificate or a DDA special authorisation will have wheelchair facilities and disabled access examined under Inspection Manual Section 'Accessibility features'.

Note: Manual retractable steps on Bus Directive and ECE Regulation vehicles must be fitted with an audible warning to indicate that the steps have not been fully retracted into the travelling position. Power operated steps on these vehicles must have an interlock to prevent the vehicle being driven with the steps in the down position.

Crew seats should be marked for crew use only or similar. On Bus Directive and ECE Regulation vehicles the seat only needs to be identified for crew use and the wording is not specified.

Removal of a parcel rack from a vehicle will not be a Reason for Failure unless a communication control or grab rail is an integral part of the parcel rack, and there are not sufficient alternatives to these items.

Air ventilation will only be a reason for failure if more than 50% of the system is ineffective. Alternatively if there are side opening windows or roof vents, failure, or partial failure of the forced ventilation system will not be a reason for failure. The requirements for ventilation will not be a requirement for Schedule 6 minibuses, or to the toilet compartment on any vehicle.

Audible and visual devices to request the driver to stop are not required on buses with less than 13 passenger seats or Schedule 6 minibuses. If a visual and an audible system are fitted only one needs to operate, so long as it operates throughout the vehicle. Bus Directive and ECE regulation vehicles which do not have provision for standing passengers do not require a communication device. All Bus Directive and ECE regulation vehicles which carry standing passengers must have at least one illuminated sign which may be text or a pictogram to indicate to passengers that the bus is stopping.

Some early vehicles were fitted with muted bells, these vehicles should not be failed at annual test. (Muted bells only work once until they are reset.)

If the first aid kit receptacle is in a sealed compartment or closed glove box; the compartment or glove box should be clearly marked to indicate the position of the first aid kit. If the first aid kit is behind a glass panel the panel should not be removed for this inspection. If a break glass panel is fitted the shot blasted area should face inward to allow

the glass to be easily broken. If it is facing outward this will be a Reason for Failure. An empty first aid box will be considered as missing.

Note: First aid kits are required for all large buses (apart from those used on local services) and on Schedule 6 Minibuses. There is no requirement to inspect the contents of a first aid kit.

If a large bus used on local services is presented for test with markings showing the presence of a first aid kit but no kit is carried this is a reason for failure unless the sign is removed or covered.

Every bus must be fitted with a fire extinguisher which meets the compliance standard of BS EN3, has a minimum fire rating of 8A or 34B, and contains a minimum of 2 litres of water or foam. The fire extinguisher must be secured in the vehicle where it is readily available for use.

If the extinguisher is behind a glass panel the panel should not be removed for this inspection. A glass panel with a shot blasted area is only readily breakable if the shot blasted surface faces inwards (i.e. towards the fire extinguisher). If a shot blasted area faces outwards this is a reason for failure. If the glass has been shot blasted in accordance with the above paragraph, then no other device for breaking the glass is required. Other acceptable means of gaining access to fire extinguishers or first aid kits covered by a glass panel, that we are currently aware of, are:

- A ring pull which allows the easy removal of the glazing panel, or
- Toughened glass with a break glass hammer provided.

There may be other acceptable methods which have been approved by certifying officers.

There is no requirement to check for safety markings on the glass covers of a first aid and fire extinguisher.

There are no requirements with regards to the height at which the fire extinguisher is placed.

Where a gauge is fitted to a fire extinguisher the reading shown should not be used to determine the condition of the extinguisher.

Examine all 'other facilities'. If any 'other facility' is clearly inoperative and is not causing any danger to passengers this is not a Reason for Failure. Those most likely to be seen are:-

- Wheelchair lifts and ramps. (If fitted to a bus with an accessibility certificate or a DDA special authorisation examine under Inspection Manual Section 'Accessibility features')
- Wheelchair fixings and features. (If fitted to a bus with an accessibility certificate or DDA special authorisation examine under Inspection Manual Section 'Accessibility features')

- Combustion heaters.
- Cookers/refrigerators.
- Drinks dispensers.
- Televisions/video monitors.

Note: When inspecting separately fuelled appliances such as combustion heaters or cookers any signs of scorching charring or melting will be a Reason for Failure.

If a vehicle is presented with a different seating arrangement to that of the original approval. (either more seats or less). This is not a reason for refusal to test but may be a failure if the seating arrangements endanger passengers RfF 3b.

PROCEDURE AND STANDARDS

1. Check Body Interior for:
 - a. unobstructed access to any exit.
 - b. the security and condition of steps and stairways, retractable steps, gangways, platforms or floor traps.
 - c. condition of any floor and/or covering which is likely to endanger passengers.
 - d. a floor trap locking device condition and effectiveness.
2. Check Retractable Steps:
 - a. retract and remain retracted.
 - b. for operation.
 - c. are not in the down/use position without the driver being aware.
 - d. audible warning operation when a manually operated step is not fully retracted on Bus Directive and ECE regulation vehicle.
 - e. for an effective safety device to prevent the power operated steps from operating with the vehicle in motion on Bus Directive and ECE regulation vehicles. (This does not require movement of the vehicle but inspection of anything obvious which may allow this.)
 - f. are secure.
 - g. non-slip material condition.

3. Check Seats for:
 - a. security and condition.
 - b. position.
 - c. cleanliness.
4. Check Crew seats:
 - a. if a crew seat encroaches into the gangway, it folds automatically when not in use.
 - b. have an obligatory notice saying **for crew use only or similar** on or adjacent to the seat or identified as for crew use on a Bus Directive and ECE regulation vehicle.
5. Check grab rails, straps, stanchions, guard rails and barriers for:
 - a. presence, security and condition.
6. Check parcel racks:
 - a. for security and condition
7. Check ventilation:
 - a. forced ventilation equipment is effective. (not Schedule 6 minibuses)
 - b. security.
 - c. condition.
8. Check engine interior covers for:
 - a. presence and condition.
9. Check interior lights for:
 - a. illumination of saloon interior, steps, platform, staircase and other facilities.
(interior lights only apply to steps for Schedule 6 minibuses)
10. Check passenger communication with driver:
 - a. present and operates.
 - b. gives a visual indication to passengers that the bus is stopping on Bus Directive, ECE regulation vehicles which carry standing passengers and DDA Special Authorisation schedule 2 buses.

11. Check interior surfaces for:

- a. security and condition.
- b. cleanliness.

12. Check first aid kit for:

- a. presence, accessibility and condition.
- b. receptacle marked.

13. Check fire extinguisher for:

- a. presence, accessibility, suitably charged, of the correct type and its condition.

14. Check any other facility (including those listed in 15-19 below) which is: complete, secure and functions correctly.

15. Check wheelchair lifts/ramps:

- a. lift and/or ramp.
- b. for sharp edges or other protrusions.
- c. operation.
- d. non-slip surface.
- e. can be secured in stored position.

16. Check wheelchair spaces:

- a. for security of wheelchair floor fittings and that they do not cause a passengers to trip.
- b. padded backrest for presence, security and condition.
- c. any stanchion, retractable rail/movable device, partition or panel relating to the wheelchair area is present, secure and its condition.

17. Check combustion heater:

- a. fuel filler.

18. Check cookers/refrigerators/drinks dispenser for:

- a. condition.

19. Check television/video for passenger entertainment that:

- a. the screen is placed where driver can not view whilst driving. (Information monitors for driver information are not to be considered as RfF.)

REASONS FOR FAILURE

	Deficiency Category
1. Body Interior:	
a. access to any exit obstructed.	MAJOR
b. steps and stairways, retractable steps, gangways, platforms in a deteriorated condition.	MINOR
c. steps and stairways, retractable steps, gangways, platforms or floor traps damaged or insecure but unlikely to collapse in normal use.	MAJOR
d. steps and stairways, retractable steps, gangways, platforms or floor traps so insecure or in such a condition that they are likely to collapse in normal use.	DANGEROUS
e. condition of any floor and/or covering which is likely to endanger passengers.	MAJOR
f. a floor trap locking device worn or ineffective so that the trap may become displaced.	MAJOR
2. Retractable steps with:	
a. a step which will not retract or remain retracted.	MAJOR
b. a step which will not operate or operates incorrectly.	MAJOR
c. driver able to move vehicle without being aware that the step is in the down position e.g. direct sight or mirror or warning device or interlock.	MAJOR
d. driver able to move vehicle without being given an audible warning when a manually operated step is not fully retracted on Bus Directive and ECE regulation vehicles.	MAJOR
e. driver able to move vehicle when a power operated step is in the down position on Bus Directive and ECE regulation vehicles, without an effective safety device to prevent the power operated steps from operating with the vehicle in	MAJOR

- motion on Bus Directive and ECE regulation vehicles.
- f. a step insecure. MAJOR
 - g. non-slip material defective. MAJOR
3. **A seat:**
- a. insecure, damaged or weakened so that the damaged seat structure or covering could endanger passengers or damage their clothing. MAJOR
 - b. layout which has been changed without approval and which could endanger passengers. MAJOR
 - c. with covering(s) in such a condition that they are likely to spoil passengers clothing. MINOR
 - d. number reduced from the approved number. MINOR
 - e. number increased from the approved number. MAJOR
4. **Crew Seats:**
- a. which encroach into gangways and do not automatically retract when not in use. MINOR
 - b. which encroach into emergency exits and do not automatically retract when not in use MAJOR
 - c. without a legible notice saying “**for crew use only**” or similar on or adjacent to the seat or not identified as for crew use on a Bus Directive and ECE regulation vehicle. MINOR
- 5.
- a. grab rails, straps, stanchions, guard rails and barriers missing insecure and not likely to endanger passengers. MAJOR
 - b. grab rails, straps, stanchions, guard rails and barriers so insecure and in such a condition they are likely to endanger passengers. MAJOR
6. parcel racks constructed in such a manner that allows articles to fall onto the driver or passengers. MAJOR

7. **Ventilation:**
- a. forced ventilation equipment ineffective (not Schedule 6 minibuses). MINOR
 - b. any ventilator, opening windows or roof hatches insecure. MINOR
 - c. more than 50% of the ventilator system (ie opening windows, ventilators and roof hatches) inoperative where forced air ventilation is not available. MINOR
8. engine interior covers missing, contaminated to a degree which constitutes a fire risk, or which allows fumes to penetrate passenger saloon. MAJOR
9. **Interior lighting with:**
- a. inadequate illumination of saloon interior, steps, platform, staircase and other facilities (interior lights only apply to steps for Schedule 6 minibuses). MINOR
 - b. completely inoperative lamp(s) for illumination of saloon interior, steps, platform, staircase and other facilities (interior lights only apply to steps for Schedule 6 minibuses). MAJOR
10. **Passenger Communication with driver:**
- a. missing or inoperative. MINOR
 - b. does not give a visual indication to passengers that the bus is stopping on Bus Directive and ECE regulation vehicles which carry standing passengers. MINOR
11. **Interior surfaces:**
- a. insecure or damaged so that it is likely to cause injury to passengers. MAJOR
 - b. contaminated so that they are likely to soil passengers clothing. MINOR
12. **First Aid Kit:**

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| a. | missing, inaccessible or in poor or contaminated condition. | MINOR |
| b. | receptacle not marked. | MINOR |
| 13. | fire extinguisher missing, inaccessible, discharged, incorrect type or in an obviously poor condition. | MAJOR |
| 14. | any "other facility" (including those listed in 15-19 below) which is incomplete, insecure and/or incorrect function and is likely to endanger passengers. | MAJOR |
| 15. | Wheelchair lifts/ramps: | |
| a. | the strength of the lift or ramp is significantly impaired. | MAJOR |
| b. | there are sharp edge or other protrusions on a lift or ramp which are likely to cause injury. | MAJOR |
| c. | defective in operation and not likely to injure passengers, pedestrians or other road users. | MINOR |
| d. | defective in operation to the extent that it is likely to injure passengers, pedestrians or other road users | MAJOR |
| e. | non-slip surface on ramp defective. | MINOR |
| f. | non-slip surface on ramp defective to such an extent that it is likely to cause injuries. | MAJOR |
| g. | a lift or ramp which cannot be secured in stored position. | MAJOR |
| 16. | Wheelchair spaces: | |
| a. | any wheelchair floor fitting loose or likely to cause passengers to trip. | MAJOR |
| b. | any padded backrest missing (when known to be an original fitting), insecure or in a condition which is likely to cause injury to passengers. | MAJOR |
| c. | any stanchion, retractable rail/movable device, partition or panel relating to the wheelchair area missing, insecure or in a condition which is likely to cause injury to passengers. | MAJOR |
| 17. | combustion heater with fuel filler inside vehicle. | MAJOR |

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| 18. | cookers/refrigerators/drinks dispenser in such a condition that they are likely to endanger passengers. | MAJOR |
| 19. | television/video for passenger entertainment with the screen placed where driver can view whilst driving. | MAJOR |