



**IC Corporation**

Compliance Department  
PO Box 6000,  
Conway, AR 72032  
Tel: 800-843-5615  
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## **RECALL NOTICE**

**IC CORPORATION RECALL # 03305**  
**NHTSA RECALL # 03V- 354**

**December 2004**

### **Roof Topping Sheet Joints**

Dear IC Corporation Bus Customer:

This notice is sent to you in accordance with the requirements of the National Traffic and Motor Vehicle Safety Act. IC Corporation has decided that certain IC and American Transportation CE, RE and FE school buses may fail to conform to Federal Motor Vehicle Safety Standard (FMVSS) No. 221, "School Bus Body Joint Strength."

One or more joints that connect the roof top sheets may not meet the requirement of FMVSS 221. In the event of an accident involving the roof of the bus, the joint may separate. Separation of the joint may cause injury or death.

The affected CE and FE model buses were built from September 1, 1993 through August 28, 2003 and the affected RE model buses were built from March 7, 1995 through August 28, 2003. The vehicle identified on the enclosed card fits this description and our records show you as the owner of this vehicle.

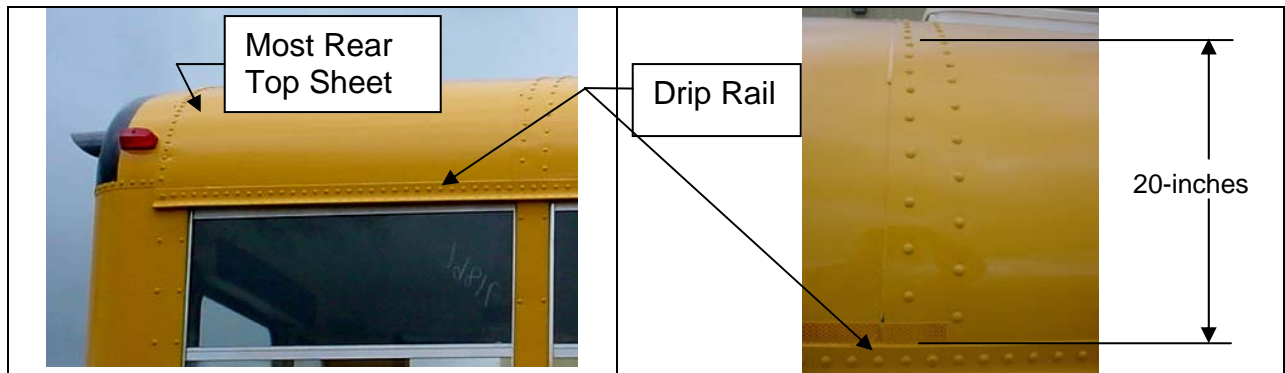
#### **ACTIONS YOU SHOULD TAKE:**

Inspect those buses identified by the enclosed cards following the inspection procedure outlined below. Any joint that exceeds the 1 1/8-inch measurement when using the inspection procedure must have the next joint forward repaired using the repair procedure below.

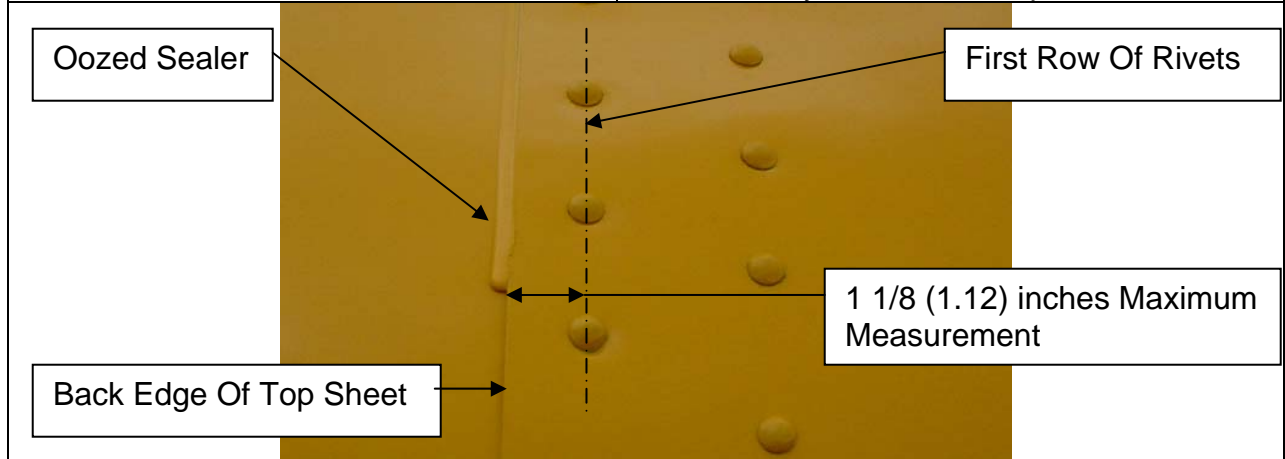
#### **INSPECTION PROCEDURE:**

If you would like your dealer to make this inspection for you at no cost, contact your dealer to make the arrangements. If you prefer to make this simple inspection yourself, please follow these instructions. The inspection requires measuring the rear end of the top sheet to the first row of rivets.

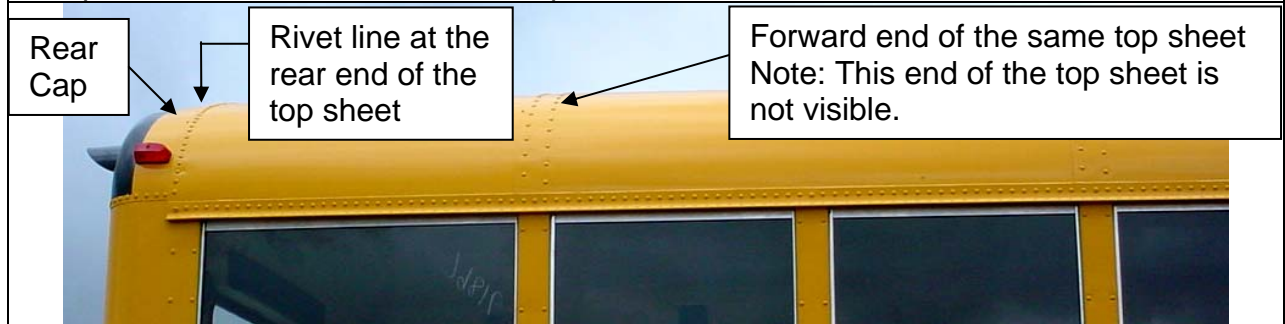
**INSPECTION PROCEDURE (CONTINUED):**



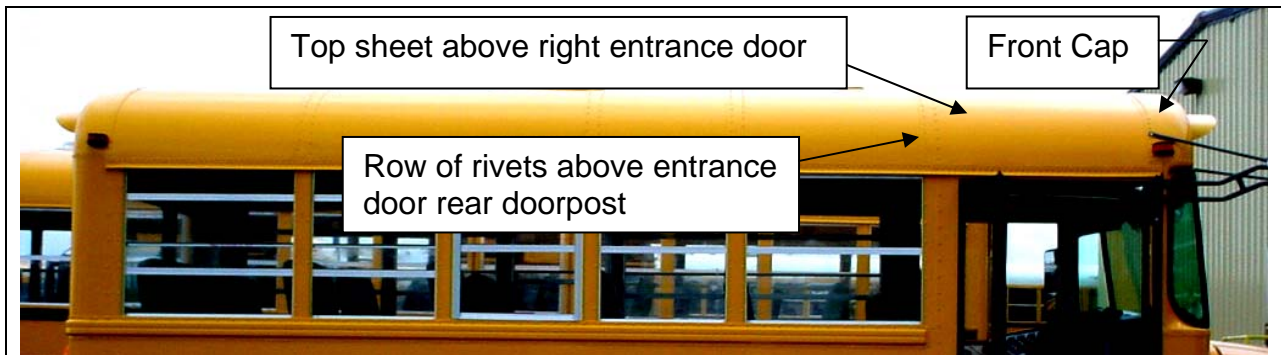
Start with the most rear top sheet. Measure up approximately 20-inches from the drip rail. The inspection measurement can be taken on either the right or left side of the bus. Only one side is required.



Measure the distance from the back edge of the top sheet to the centerline of the first row of rivets. Note the most rear top sheet is attached to the rear cap with only one row of rivets and the measurement is taken to that row of rivets. If this distance exceeds 1 1/8 (1.12)-inches the next joint, which contains the covered end of the same sheet involved in the measurement, may be noncompliant and must be repaired. Make sure that the measurement is from the edge of the metal and not the sealer that may have oozed from the joint. If it is equal to or less than 1 1/8 (1.12)-inches, the joint is compliant and does not need to be repaired.



The 1 1/8-inch measurement at the rivet line at the rear end of the top sheet being measured determines if the joint at the forward end of the same sheet is compliant.



Continue this inspection procedure for the remaining top sheets except the top sheet above the right entrance door. This top sheet above the right entrance door, which attaches to the front cap, does not require inspection. Therefore do not measure the row of rivets above the entrance door rear doorpost; it is not part of the inspection procedure.

If all of the joints are found to be compliant during the inspection process, IC needs to be informed. Please check box # 1 of the “**AUTHORIZATION FOR RECALL SERVICE**” card enclosed, sign and date and place it in the mail. In lieu of returning the “**AUTHORIZATION FOR RECALL SERVICE**” card, IC will accept a signed list of units that were inspected and found to be compliant. This list must contain at least the last eight characters of the VIN and must be mailed or faxed to our Compliance Department. If a joint is determined to be non-compliant when measured by the preceding process, please follow the repair procedure.

**REPAIR PROCEDURE:**



**To prevent serious eye injury, always wear safe eye protection when you perform vehicle maintenance or service.**



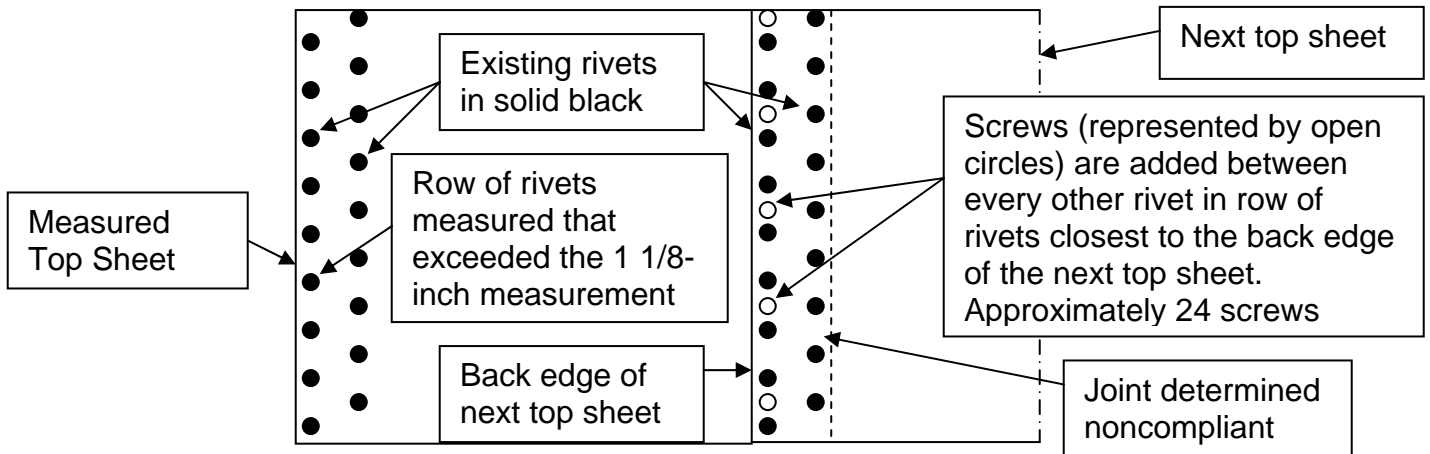
**To avoid property damage, personal injury, or death when servicing the vehicle, park on a flat level surface, set the parking brake, turn the engine off and chock the wheels.**



**Fall Hazard. Fall protection equipment must be worn to prevent property damage, personal injury, or death.**

In-line with the rear most row of rivets in the non-compliant joint; screws must be added between every other rivet. See sketch below for an example. Drill a .1590 diameter hole (drill size 21) for each screw required. Insert the screw and use matching touch up paint if required. The screws that should be used for this repair are pre-painted either in white or

yellow and have been dipped to provide sealing of the hole. If you are making this repair yourself, return the “**AUTHORIZATION FOR RECALL SERVICE**” card with box # 8 checked and circling yellow or white screws to match your vehicle roof color and we will ship the parts directly to you at no charge. If you prefer, instead of returning the above card you may call, fax, mail to our Compliance Department or email to [kathy.anders@ic-corp.com](mailto:kathy.anders@ic-corp.com), and we will ship the parts directly to you at no charge. Provide at least the last eight characters of the VIN for the units requiring repair, how many joints need to be repaired and the color screws needed. Please verify that your shipping address is correct. A Post Office Box (P.O. Box) number for shipping is not acceptable. We must have a street or road address.



If you would like your dealer to make this correction for you at no cost, contact your dealer to make the arrangements.

**LABOR:**

All units will require labor operation number A40-03305-1

Labor Operation Number	Description	Time (Hours)
A40-03305-1	Inspect all joints and complete paper work only	0.3
A40-03305-2	Inspect all joints, complete paper work and repair one (1) joint	0.6
A40-03305-3	Inspect all joints, complete paper work and repair two (2) joints	0.9
A40-03305-4	Inspect all joints, complete paper work and repair three (3) joints	1.2
A40-03305-5	Inspect all joints, complete paper work and repair four (4) joints	1.5
A40-03305-6	Inspect all joints, complete paper work and repair five (5) joints	1.8
A40-03305-7	Inspect all joints, complete paper work and repair six (6) joints	2.1

**PARTS:**

<u>PART NUMBER</u>	<u>PART DESCRIPTION</u>	<u>QUANTITY</u>
8900143R91	Recall Service Kit – White Screw Head	1
8900142R91	Recall Service Kit – Yellow Screw Head	1

Note: Each service kit above has a quantity of 50 screws, enough to repair two joints. These screws have a sealer applied and have the heads painted white or yellow to blend with the color of the roof. If you desire to purchase screws from a local source they need to be AB #10-16 X ¾" Cross Recessed Pan Head. Dip the threads of the screw in some type of sealer to help seal the hole after the screw is installed. Screws can be painted after installation. IC will allow payment for screws purchased locally see below.

**RECALL CLAIMS:**

**For Repairs Performed By Customer or Non Authorized Dealers**

To assist in processing the recall, it is important that you provide an invoice with the following information.

**Body Serial #:    Vin #:    Recall Campaign #:    Facilities Repair Labor Rate:  
Repair Code:    Cost of Screws if Purchased (If purchased must have receipt and  
cannot exceed \$2.00 per repaired joint. Sales tax is not refundable.)**

All correspondence must be returned to IC Corporation, PO Box 6000, Conway, Arkansas, 72033, Attn: Compliance Department.

**WHAT YOUR DEALER WILL DO**

If required, your dealer will repair your vehicle **free of charge** (labor). Please make arrangements with your dealer for repair on a mutually agreed upon date.

If you are the lessor of this vehicle(s), this notice must be forwarded to the lessee within 10 days.

**IF YOU NEED HELP**

If the dealer does not remedy this condition without charge on the mutually agreed upon date, you can obtain assistance by calling IC Corporation's Compliance Department at the toll free number listed below. You may also wish to submit a complaint to the Administrator of the National Highway Traffic Safety Administration if you believe that IC Corporation or its dealer has failed to remedy the vehicle without charge, within a reasonable time, which is no longer than 60 days after you first tender to obtain repair. Submit your complaints to 400 Seventh Street, S.W., Washington, D.C. 20590, or call the toll-free Auto Safety Hotline at 1-888-327-4236.

If you have questions concerning this notification, please contact an authorized dealer or our Compliance Department at 1-800-843-5615. You may locate your nearest dealer by calling 1-800-993-7686 or you may call our Compliance Department.

We request your prompt attention in the correction of this defect and apologize for any inconvenience it may have caused.

**IMPORTANT**

In the event you no longer own the vehicle described, please fill in the requested information on the enclosed postage-prepaid card and return it to us. This information will allow us to notify the correct owner.