

# BUS DRIVER'S DAILY INSPECTION FORM

## COVENTRY LOCAL SCHOOLS

BUS IDENTIFICATION NO.	DATE	TIME
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PLEASE CHECK "S" FOR SATISFACTORY OR "U" FOR UNSATISFACTORY. CHECK (✓) EACH COMPONENT CAREFULLY AND INDIVIDUALLY.

**Open Hood and Check:**

S U

- Oil
- Coolant
- Battery
- Transmission Fluid
- Master Cylinder Brake Fluid

S U

- Power Steering Fluid
- Washer Fluid
- Air Belts
- Wiring

**With Engine Running, Driver Activates All Exterior Lights, Walks Around the Bus and Checks:**

S U

- Right Front Wheel and Tire
  - Right Side Marker and Turn Signal Lights
  - Right Side Reflectors
  - Right Side Rear View and Safety Mirrors
  - Crossing Control Arm
  - Headlights (high / low beams)
  - Front Turn Signal Lights
  - Front Clearance Lights
  - Front Identification / Cluster Lights
  - Front Eight Light Flashing System
  - Front Reflectors
  - Windshield
  - Underside of Chassis
  - Crossover Mirror(s)
  - Left Side Rear View and Safety Mirrors
  - Left Front Wheel and Tire
  - Driver's Side Window
  - Stop Arm Panel
  - Left Side Marker and Turn Signal Lights
  - Left Side Reflectors
  - Side Emergency Door (open & close) (if applicable)
  - Left Rear Wheel(s) and Tire(s)
  - Exhaust System (Tail pipe clear?)
  - Rear Tail / Brake Lights
  - Rear Turn Signal Lights
  - Rear Clearance Lights
  - Rear Identification / Cluster Lights
  - Rear Eight Light Flashing System
  - Rear Reflectors
  - Strobe Light (if applicable)
  - Rear Emergency Door (open & close) (if applicable)
  - Right Rear Wheel(s) and Tire(s)
  - Fuel Tank Filler Caps
  - Emergency Exit Reflective Tape
- Drive Bus Forward and Apply Brakes.**
- S U
- Service and Emergency Brake Operation

Signature of person performing above inspection if not the driver / Date \_\_\_\_\_

**Driver Enters Bus and Checks:**

S U

- Steps
- Cleanliness
- Seats
- Seat Belts (if applicable)
- Windows

S U

- Warning Devices
- Fuses
- First Aid Kit
- Fire Extinguisher
- Lettering

Record odometer reading and confirm that the reading is not greater than the miles recorded on the back of the Certificate of Safety. (If odometer reading is greater, the Certificate of Safety has expired.)

**Driver Starts Engine, Activates All Interior Lights and Checks:**

S U

- Steering Wheel
- Windshield Wipers and Washers
- Heater and Defroster
- All Interior Lights
- Horn
- Service Door (open & close)
- All Mirrors (adjustments)
- Sun Visor
- Emergency Exits (windows & doors) and Alarms
- Clutch (if applicable)
- Braking Warning Alarm

S U

- Controls and Indicators
- Ammeter (voltage)
- Gear Shift Lever
- Neutral Safety Switch
- Water Temperature Gauge
- Fuel Gauge
- Vacuum or Air Pressure Gauge
- Odometer
- Switches
- Driver's Seat Belt

REMARKS \_\_\_\_\_

Signature of Driver \_\_\_\_\_

Signature of Mechanic Making Repairs/Adjustments \_\_\_\_\_

Date Repairs/Adjustments Completed \_\_\_\_\_

WHITE - OFFICE COPY

YELLOW - DRIVER'S COPY

# PETERMANN PRE-TRIP

BUS # \_\_\_\_\_ START MILEAGE \_\_\_\_\_  
DRIVER \_\_\_\_\_ TIME \_\_\_\_\_  AM  
 PM DATE \_\_\_\_\_  
LOCATION \_\_\_\_\_

## OVERVIEW

\_\_\_\_ BUS LEANING TO ONE SIDE  
\_\_\_\_ FLUID LEAKS UNDER BUS  
\_\_\_\_ HOOD LATCH, DAMAGE, HAZARDS  
\_\_\_\_ L FRONT AXLE R  
\_\_\_\_ TIRES, RIMS, SPLASH GUARDS \_\_\_\_\_  
\_\_\_\_ LUGS, OIL SEALS, VALVE STEMS \_\_\_\_\_

## INSIDE INSPECTION

### SAFETY EQUIPMENT

\_\_\_\_ ENTRY CHECK, HAND RAILS, FLOORING  
\_\_\_\_ BODY FLUID KIT  
\_\_\_\_ FIRE EXTINGUISHER  
\_\_\_\_ FUSEES & REFLECTORS  
\_\_\_\_ FIRST AID KIT  
\_\_\_\_ INSURANCE CARDS, EMERGENCY CARDS  
\_\_\_\_ WINDSHIELD, MIRRORS, VISOR, SEATBELT  
\_\_\_\_ FLASH LIGHT

### GAUGES & BRAKES

\_\_\_\_ OIL PRESSURE  
\_\_\_\_ AIR PRESSURE  
\_\_\_\_ FUEL  
\_\_\_\_ AMMETER & VOLTMETER  
\_\_\_\_ TEMPERATURE  
\_\_\_\_ BRAKE CHECK  
\_\_\_\_ SERVICE BRAKE LEAKS (8-12# DROP PER APPLICATION MAX)  
\_\_\_\_ LOW PRESSURE LIGHT & BUZZER 60  
\_\_\_\_ EMERGENCY BRAKE 20-40  
\_\_\_\_ EMERGENCY BRAKE CHECK

### CONTROL PANEL

\_\_\_\_ INDICATOR LIGHTS, HIGH BEAM  
\_\_\_\_ INSTRUMENT PANEL LIGHTS  
\_\_\_\_ WINDSHIELD, WIPERS & WASHER  
\_\_\_\_ HEATER, DEFROSTER FANS  
\_\_\_\_ DOME LIGHTS  
\_\_\_\_ MASTER WARNING LIGHTS  
\_\_\_\_ MASTER OVER RIDE  
\_\_\_\_ STEP LIGHT & SERVICE DOOR  
\_\_\_\_ HORN  
\_\_\_\_ GEAR LEVER SHIFTS SMOOTHLY  
\_\_\_\_ BACK-UP BEEPER  
\_\_\_\_ RADIO CHECK

## INSIDE - WALKBACK

\_\_\_\_ SEATS - SECURE, DAMAGE  
\_\_\_\_ EMERGENCY EXITS  
\_\_\_\_ REAR EMERGENCY DOOR  
\_\_\_\_ BACK-UP LIGHTS  
\_\_\_\_ LIFT DOOR ON BUS IF APPLICABLE

## OUTSIDE WALK-AROUND

\_\_\_\_ DENTS, SCRATCHES, VANDALISM  
\_\_\_\_ MIRROR BRACKETS  
\_\_\_\_ HEAD LIGHTS - LOW BEAM  
\_\_\_\_ HAZARD LIGHTS - F.S.R. TURN SIGNAL  
\_\_\_\_ WARNING LIGHTS RED & AMBER - F.S.R.  
\_\_\_\_ BRAKE LIGHTS  
\_\_\_\_ CLEARANCE LIGHTS - F.S.R.  
\_\_\_\_ BATTERY BOX  
\_\_\_\_ REFLECTORS ON BUS  
\_\_\_\_ FRAME & AIR STORAGE TANKS  
\_\_\_\_ DRIVE SHAFT  
\_\_\_\_ EXHAUST SYSTEM  
\_\_\_\_ TAIL LIGHTS  
\_\_\_\_ STROBE LIGHT IF APPLICABLE  
\_\_\_\_ FUEL TANKS, LINES, CAGE & CAP  
\_\_\_\_ EMERGENCY DOOR & FLOOR CLEANLINESS  
\_\_\_\_ WHEELCHAIR LIFT

POST-TRIP FOR DAY PRIOR SEE BELOW

X-DENOTES MECHANIC'S CHECK

## REMARKS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDITION OF ABOVE VEHICLE IS:  SATISFACTORY  UNSATISFACTORY

DRIVER'S SIGNATURE: \_\_\_\_\_

ABOVE DEFECTS CORRECTED  
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MILEAGE \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ DRIVER INITIALS \_\_\_\_\_

## POST-TRIP INSPECTION

\_\_\_\_ PARKING BRAKE SET  
\_\_\_\_ BUS IN NEUTRAL  
\_\_\_\_ TURN OFF SWITCHES  
\_\_\_\_ CHECK FOR STUDENTS  
\_\_\_\_ SEATS FOR DAMAGE  
\_\_\_\_ INTERIOR FOR CLEANLINESS

"By law in Ohio, the school bus driver is responsible for an operational pre-trip inspection. If a repair is needed, a request form shall be submitted. A post-trip inspection is also required to ensure all passengers have left the bus and any new damage or other defects are to be reported."

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ORIGINAL

10/2

ATTACH TO TIMESHEET FOR APPROPRIATE  
WEEK PRE-TRIP INSPECTION

DRIVER \_\_\_\_\_

BUS# \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
DATE	_____	_____	_____	_____	_____	_____
MILEAGE	_____	_____	_____	_____	_____	_____
<b>I. ENGINE COMPARTMENT</b>						
A. Water Pump	_____	_____	_____	_____	_____	_____
B. Alternator	_____	_____	_____	_____	_____	_____
C. Belts, Hoses, Wires	_____	_____	_____	_____	_____	_____
D. Transmission Fluid	_____	_____	_____	_____	_____	_____
E. Oil Level	_____	_____	_____	_____	_____	_____
F. Coolant Level	_____	_____	_____	_____	_____	_____
G. Power Steering Fluid	_____	_____	_____	_____	_____	_____
H. Moisture	_____	_____	_____	_____	_____	_____
I. Washer Fluid	_____	_____	_____	_____	_____	_____
J. Hood, Hinges/latches	_____	_____	_____	_____	_____	_____
<b>II. SAFETY EQUIPMENT</b>						
A. Hand Rails	_____	_____	_____	_____	_____	_____
B. Wrecking Bar	_____	_____	_____	_____	_____	_____
C. Fire Extinguisher	_____	_____	_____	_____	_____	_____
D. First Aid Kit & Emg Assit Card	_____	_____	_____	_____	_____	_____
E. Fuses & Reflectors	_____	_____	_____	_____	_____	_____
<b>III. OUTSIDE</b>						
A. Dents/Damage	_____	_____	_____	_____	_____	_____
B. Broken Windows/Mirrors	_____	_____	_____	_____	_____	_____
C. Broken Lens/Reflectors	_____	_____	_____	_____	_____	_____
D. Steering System	_____	_____	_____	_____	_____	_____
E. Tires/Lug Nuts/Rims	_____	_____	_____	_____	_____	_____
F. Air Chambers & Hoses	_____	_____	_____	_____	_____	_____
G. Suspension	_____	_____	_____	_____	_____	_____
H. Leaks Under Bus	_____	_____	_____	_____	_____	_____
I. Check Fuel Tank Cap	_____	_____	_____	_____	_____	_____
J. Exhaust System	_____	_____	_____	_____	_____	_____
K. Frame & Cross Members	_____	_____	_____	_____	_____	_____
L. Brake Lines	_____	_____	_____	_____	_____	_____
<b>IV. GAUGES</b>						
A. Oil Pressure	_____	_____	_____	_____	_____	_____
B. Air Pressure	_____	_____	_____	_____	_____	_____
C. Fuel	_____	_____	_____	_____	_____	_____
D. Ameter & Voltmeter	_____	_____	_____	_____	_____	_____
E. Temperature	_____	_____	_____	_____	_____	_____
F. CDL brake check	_____	_____	_____	_____	_____	_____

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2002

ATTACH TO TIMESHEET FOR APPROPRIATE  
WEEK PRE-TRIP INSPECTION

DATE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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V. ELECTRICAL ACCESSORIES

- A. Headlights High Beam
- B. Instrument Panel Lights
- C. Left Turn Signal

INSIDE WALK BACK

- D. Amber Warning Lights
- E. Hazard Lights
- F. Check Seats
- G. Emergency Door / Floor
- H. Tail Lights
- I. Back Up Lights
- J. Brake Lights
- K. Check Emergency Exits
- L. Door & Lift /Handicapped Bus

OUTSIDE LIGHTS

- A. Headlights Low Beam
- B. Right Turn Signal
- C. Red Warning Lights
- D. Marker Lights
- E. Clean Windows/Mirrors/Lights
- F. Stop Sign

VI. SEATED INSPECTION

- A. Heater Fans
- B. Defroster Fans
- C. W/S Wipers & Washers
- D. Master Override
- E. Dome & Step Lights
- F. Horn
- G. Radio Check
- H. Rear View Mirror & Visor

VII. OPERATION INSPECTION

- A. Seat Belt
- B. Transmission
- C. Service Brakes
- D. Steering
- E. Suspension
- F. Engine
- G. Clutch

VIII. AFTER ROUTE INSPECTION

INITIAL AFTER EACH ROUTE

- A. Set Parking Brake
- B. Turn OFF all Switches
- C. Check, Seats/ Floor Clean?
- D. Check for Student Belongings
- E. Transmission / Weekly

COMMENTS

10/2

# VEHICLE PRE TRIP INSPECTION

Pre-trip is to be completed daily before transporting students

Vehicle Inside Cleaned

Vehicle # \_\_\_\_\_

By Signature

Date

DATE					
Pre trip Inspection Completed					
MILEAGE					
Mechanic Completed					
Signature					
Driver Completed					
Signature					
<b>OVERVIEW</b>					
Check if vehicle is leaning to one side					
Check under vehicle for fluid leaks					
Check for hazards around vehicle					
Student Transportation sign on roof					
District name on door					
Check all safety equipment					
Fire Extinguisher					
First Aid Kit					
6 Fuses					
3 Reflective triangles					
Spare electrical fuses					
Blood Borne Pathogen Kit					
<b>UNDER HOOD</b>					
Coolant level full					
Engine oil between add and full					
No moisture or fluid leaks					
<b>Belts</b>					
Not cracked – not frayed					
No more than ½ inch play					
<b>Hoses</b>					
No leaks – no bulges					
<b>Wiring</b>					
Not loose - not frayed					
<b>Battery Cables</b>					
Clean – Secure					
<b>Brake Fluid</b>					
Full					
No leaks					
<b>Power Steering</b>					
Full					
No leaks					

Any item failed pre-trip = vehicle out of service immediately do not drive it (contact school mechanic 330-335-1323)

2012

## VEHICLE PRE TRIP INSPECTION CONTINUED

<b>DATE</b>					
<b>FROM DRIVER'S SEAT</b>					
Start Engine					
Check all gauges and/or indicator lights					
Check horn					
Pump brake pedal 3 times and hold down					
Pedal should not fade					
Set parking brake and put vehicle in gear					
Vehicle should not move (do outside ONLY)					
Check all mirrors for adjustment					
<b>Windows-Mirrors</b>					
Clean – No Cracks					
Check Wipers/Washer					
Steering Wheel – no more than 10 degrees or 2 " play					
Turn on high beam head lights and front turn signal					
<b>OUT SIDE VEHICLE</b>					
<b>LEFT SIDE start at back left side</b>					
Check rear tires					
2/32 inch of tread, proper pressure, no cuts/bulges					
Check rear door operational					
Tail lights and left turn signal					
Fuel filler cap on securely					
Check front tire					
4/32 " of tread, proper pressure, no cuts/bulges					
<b>RIGHT SIDE</b>					
Check left turn signal and low beams					
Check front tire					
4/32" of tread, proper pressure, no cuts/bulges					
Side doors and windows for proper operation					
Check Passenger seats and belts					
Check rear tire					
2/32" of tread, proper pressure, no cuts/bulges					
<b>SECOND WALK AROUND</b>					
Turn on high beams, right turn signal, and block down brake pedal					
Check lights both front and rear					
<b>After trip – before leaving</b>					
Check around vehicle, tires, lights					
<b>POST TRIP</b>					
Check vehicle for students/belongings					
Pick up trash					
Secure vehicle (if outside)					

**NOTE:** Report all defects in writing to the mechanic.

Any item failed pre-trip = vehicle out of service immediately do not drive it (contact school mechanic 330-335-1323)



LIGHT SYSTEM	M	T	W	T	F	M	T	W	T	F
STEP LIGHT										
PANEL LIGHT INDICATOR										
HIGH - LOW BEAM										
RIGHT TURN										
LEFT TURN										
HAZZARD										
AMBER										
REDS/STOP SIGN										
OUTSIDE WALK-AROUND										
BUS LEANING										
FRESH LEAKS (OIL,FUEL)										
CLEARANCE LIGHTS										
REFLECTORS										
BATTERY BOX										
TAIL LIGHTS										
EXHAUST PIPE										
TIRES,LUGS,AXLE SEALS										
FLAPS										
FUEL CAP										
EMER. DOOR & BUZZER										
MIRRORS & BRACKETS										
CHAIR LIFT H.C.BUS										
OUTSIDE CLEANLINESS										
INSIDE OF BUS										
SEATS-DRIVERS BELT										
EMER. WINDOWS & BUZZ										
INSIDE CLEANLINESS										
POST TRIP INSPECTION										
SLEEPING STUDENTS										
STUDENTS BELONGINGS										
FLOOR CLEANLINESS										
SEAT DAMAGE										

**ALL DIESEL BUSES SHOULD RUN FOR 3 TO 5 MINUTES FOR A COOL DOWN PERIOD TURN OFF ALL SWITCHES BEFORE SHUTTING DOWN ENGINE.**

1062

HIGHLAND LOCAL SCHOOL DISTRICT  
SCHOOL BUS PRE-TRIP INSPECTION

Bus # \_\_\_\_\_ Mileage Start \_\_\_\_\_ Mileage End \_\_\_\_\_

Driver \_\_\_\_\_

Date (mo/day/year)      Mon.    Tue.    Wed.    Thur.    Fri.    Sat.

I. Engine Compartment

- Oil Level \_\_\_\_\_
- Coolant Level \_\_\_\_\_
- Power Steering Level \_\_\_\_\_
- Washer Fluid Level \_\_\_\_\_
- Hoses and Clamps \_\_\_\_\_
- All Belts \_\_\_\_\_
- Unusual Noises \_\_\_\_\_

II. Air Brake Check

- Gauge Full \_\_\_\_\_
- Check service brake with park brake off \_\_\_\_\_
- Low Pressure-L & B \_\_\_\_\_
- Park Brake-Pops Out \_\_\_\_\_
- Park Brake-Holds \_\_\_\_\_
- Service Brake Works Correctly \_\_\_\_\_

III. Other Gauges

- Oil Pressure \_\_\_\_\_
- Fuel \_\_\_\_\_
- Ammeter and Voltmeter \_\_\_\_\_
- Temperature \_\_\_\_\_
- Air Pressure \_\_\_\_\_

IV. Interior

- All Mirror Adjustments \_\_\_\_\_
- Steering- 2" Play \_\_\_\_\_
- Service Door \_\_\_\_\_
- Stepwell-Loose rubber \_\_\_\_\_
- Handrails-Secure \_\_\_\_\_
- Floor-Loose rubber, clean \_\_\_\_\_
- Driver's Seat \_\_\_\_\_
- Driver's Seat Belt \_\_\_\_\_
- Seats-Frames and Cushions \_\_\_\_\_
- Emergency Windows-L & B, opens freely \_\_\_\_\_
- Emergency Door-L & B, opens freely \_\_\_\_\_
- Overhead Mirror \_\_\_\_\_

V. Electrical System

- Headlights-F & P \_\_\_\_\_
- Headlights-High Beam-F & P \_\_\_\_\_
- Wipers and Washer Fluid \_\_\_\_\_
- Heaters \_\_\_\_\_
- Defrosters \_\_\_\_\_
- Auxiliary Fans \_\_\_\_\_
- Dome Lights \_\_\_\_\_
- Override Switch-F, S, R, P \_\_\_\_\_
- Master Switch-Warning, Amber-F, R, P \_\_\_\_\_
- Master Switch-Warning, Red-F, S, R, P \_\_\_\_\_
- Right Directional-F, S, R, P \_\_\_\_\_
- Left Directional-F, S, R, P \_\_\_\_\_
- Hazard Lights-F, S, R, P \_\_\_\_\_

2002

Date (mo/day/year) Mon. Tue. Wed. Thur. Fri. Sat.

V. Electrical System (continued)

Strobe Light-R & P

Horn

Reverse-Sound & Lights

Brake Lights

VI. Exterior

Leaning to one side

Look for fresh oil, grease, coolant, or fuel leaks

Vandalism

Dents or Damage

Dirty or Broken Windows-F, S, R

Broken Mirrors, Loose Brackets

Listen for Air Leaks

Clearance Lights-F, S, R

All Light Covers and Reflectors-F, S, R

Step Lights

Tail Lights

Fuel Tank-Door, Cage & Cap

Emergency Door-Opens freely from outside

Front Tires-Air Pressure, Lug Nuts, Rims, Hub, Air Stems,  
No Cuts, Bubbles; Tread Depth

Front Mud Flaps

Rear Tires-Air Pressure, Lug Nuts, Rims, Hub, Air Stems,  
Spaces, No Cuts, Bubbles; Tread Depth

Rear Mud Flaps

Exhaust System-Brackets & Leaks

VII. Post Trip Inspection

Check for Students

Check Seats for Damage

Check for Personal Belongings

Check Interior for Cleanliness and Trash

VIII. Weekly Inspections (Document Date)

Communications Radio

Emergency Hatches-L, B

Safety Equipment-First Aid Kit, Fire Extinguisher, Flares,  
Emergency Assist Cards, Reflectors

Driver's Signature \_\_\_\_\_

F=Front, S=Side, R=Rear, L=Light, B=Buzzer, P=Panel







**PRE-TRIP INSPECTION CHECK LIST**

**1. Engine Compartment (motor not running)**

- \_\_\_\_\_ a. Oil level
- \_\_\_\_\_ b. Water level
- \_\_\_\_\_ c. Wires
- \_\_\_\_\_ d. Belts
  - \_\_\_\_\_ fan
  - \_\_\_\_\_ alternator
  - \_\_\_\_\_ compressor
  - \_\_\_\_\_ power steering
- \_\_\_\_\_ e. Hood latch and hinges

**2. Gauges (motor running at fast idle)**

- \_\_\_\_\_ a. Gas
- \_\_\_\_\_ b. Oil pressure
- \_\_\_\_\_ c. Ammeter
- \_\_\_\_\_ d. Air pressure
- \_\_\_\_\_ e. Fuel, must have enough to complete trip.
- \_\_\_\_\_ f. 1/2 tank of fuel minimum

**3. Safety and Emergency Equipment**

- \_\_\_\_\_ a. First-aid kit
- \_\_\_\_\_ b. Fire extinguisher
  - \_\_\_\_\_ charged?
- \_\_\_\_\_ c. Fuses (6) 30-minute type
- \_\_\_\_\_ d. Red reflectors (3)
- \_\_\_\_\_ e. Red flags (3)
- \_\_\_\_\_ f. Emergency door

**4. Electrical Accessories**

- \_\_\_\_\_ a. Heater fans
- \_\_\_\_\_ b. Defroster fans
- \_\_\_\_\_ c. Windshield wipers
- \_\_\_\_\_ d. Horn
- \_\_\_\_\_ e. Lights (First-half Check)
  - \_\_\_\_\_ Highlights (high-beam, instrument panel)
  - \_\_\_\_\_ Clearance lights
  - \_\_\_\_\_ Left-turn signal (instrument panel)
  - \_\_\_\_\_ Dome or passenger compartment lights
  - \_\_\_\_\_ Instrument panel light
  - \_\_\_\_\_ Tail lights
- \_\_\_\_\_ f. Lights (Second-half Check)
  - \_\_\_\_\_ Headlights (low-beam)
  - \_\_\_\_\_ Right-turn signal (instrument panel)
  - \_\_\_\_\_ Flasher lights
  - \_\_\_\_\_ Brake lights
  - \_\_\_\_\_ Back-up light
- \_\_\_\_\_ g. Four-way hazard lights
- \_\_\_\_\_ h. Master flasher lights
- \_\_\_\_\_ i. Manual flasher lights

**5. Outside the Bus: General Items**

- \_\_\_\_\_ a. Tires
  - \_\_\_\_\_ Air Pressure
  - \_\_\_\_\_ Wear
  - \_\_\_\_\_ Lugs
- \_\_\_\_\_ b. Windows
- \_\_\_\_\_ c. Leaks (gasoline, water, oil)
- \_\_\_\_\_ d. Vandalism

**6. Inside the Bus: General Items**

- \_\_\_\_\_ a. Seats
- \_\_\_\_\_ b. Brakes
- \_\_\_\_\_ c. Parking brake
- \_\_\_\_\_ d. Cleanliness

**7. After the Trip**

- \_\_\_\_\_ a. Check condition of seats
- \_\_\_\_\_ b. Cleanliness of bus
- \_\_\_\_\_ c. Fuel bus if needed

	DA TE	NA ME
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Date \_\_\_\_\_  
 AM Driver \_\_\_\_\_  
 Bus # \_\_\_\_\_ Route # \_\_\_\_\_  
 F.T. Driver \_\_\_\_\_

Day \_\_\_\_\_  
 MD Driver \_\_\_\_\_  
 Bus # \_\_\_\_\_ Route # \_\_\_\_\_  
 F.T. # \_\_\_\_\_

PM Driver \_\_\_\_\_  
 Bus # \_\_\_\_\_ Route # \_\_\_\_\_  
 Fuel \_\_\_\_\_ Odometer \_\_\_\_\_

**Step 1 - Overview**

- A. Damage to Bus
- B. Leaning to one side
- C. Fresh oil, grease, coolant & fuel leaks
- D. Hazards around bus

**Step 2 - Engine Compartment**

- A. Moisture
- B. Oil Level
- C. Coolant Level
- D. Power Steering System Fluid Level \_\_\_\_\_
- E. Washer Fluid
- F. Hoses
- G. Belts
- H. Water Pump
- I. Alternator
- J. Wiring
- K. Air Compressor
- L. Air Chamber and Lines
- M. Slack Adjuster
- N. Tires, Rims, Lugs, Brake Drums, Oil Seals
- O. Suspension, Springs, Shocks
- P. Hood and Hinges

**Step 3 - Inside**

**A. Safety Equipment**

- 1. Handrail
- 2. Wrecking Bar
- 3. Windshield, Mirrors, Visors
- 4. Fire Extinguisher
- 5. Fuses & Reflectors
- 6. First Aid Kit & Emergency Cards
- 7. Electrical Fuses
- 8. Flash Light

**B. Gauges**

- 1. Oil Pressure
- 2. Ammeter & Voltmeter
- 3. Temperature
- 4. Air Pressure
- 5. Fuel
- 6. CDL Brake check
  - a. Service Brake Leak
  - b. Low Pressure Light and Buzzer
  - c. Emergency Brake

**B. Control Panel**

- 1. W/S Wipers/Washers
- 2. Heater Fans
- 3. Defroster Fans
- 4. Master Warning Lights
- 5. Master Override
- 6. Step Light & Service Door
- 7. Dome Lights
- 8. Horn
- 9. Beeper (in reverse)
- 10. Strobe Light
- 11. Radio Check

**Step 4 - First Half - Outside**

- A. Instrument Panel Lights
- B. Headlights - High Beam
- C. Left Turn Signal
- D. Clearance Lights
- E. Side Reflectors
- F. Tires, Rims, Lugs, Drums, Spacers & Hub
- G. Rear Air Chamber & Lines
- H. Rear Slack Adjuster
- I. Frame
- J. Rear Suspension, Springs, Shocks
- K. Drive Shaft
- L. Exhaust System
- M. Tail Lights
- N. Emergency Door & Check Floor for Cleanliness
- O. Open Lift Door & Operate Lift
- P. Gas Cap & Fuel Line Leaks
- Q. Splash Guards

**Step 5 - Inside Walkback**

- A. Amber Warning Lights
- B. Hazard Lights
- C. Brake Lights & Back-up Lights
- D. Seats
- E. Open Rear Em. Door
  - 1. Check Lights
  - 2. Buzzer
  - 3. Secure Em Door
- F. Check All Fm Exits

for Audible Signals When Opened and Ease of Operation

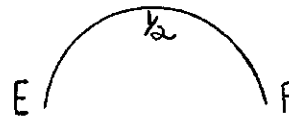
**Step 6 - Second Half**

- A. Head lights L/Beam
- B. Right Turn Signal
- C. Red Warning Lights
- D. Mirror Brackets
- E. Leak Under Bus
- F. Stop Arm
- G. Battery Box
- H. Dents, Scratches & Vandalism
- I. Clean Windows, Mirror & Lights

**Step 7 - Operation Inspec.**

- A. Seat Belt
- B. Steering
- C. Parking Brake
- D. Service Brake
- E. Engine
- F. Transmission
- G. Suspension
- H. Tracking

Mark fuel level after route and/or field Trip



After Bus Route: Set Parking Brake and Turn off All Switches. Do a Walk-Through & Hang Bus Empty Sign. Do a Walk-Around Outside.

If Defect is Found Check the Item & Write a Mechanical Report.

YES NO (Circle One)

	<b>Miles</b>	
A.M. _____		P.M. _____
A.M. _____		P.M. _____
TOT. _____		TOT. _____
KDG _____		F.T. _____
KDG _____		F.T. _____
TOT. _____		TOT. _____

**DAILY INSPECTION LOG**

BUS # \_\_\_\_\_

WEEKLY PRE-TRIP FORM

ENDING MILEAGE \_\_\_\_\_

DRIVER \_\_\_\_\_

STARTING MILEAGE \_\_\_\_\_

WEEK OF \_\_\_\_\_

√ = Good X = Needs Repair

TOTAL MILEAGE \_\_\_\_\_

M	T	W	Th	F	SA	S		M	T	W	Th	F	SA	S	
							<b>OVERVIEW</b>								<b>INSIDE WALKBACK</b>
							Damage to bus								Seats loose or damaged
							Leaning to one side								Emergency exits Lights/buzzer
							<b>LEAKS</b>								Emergency door lights/buzzer
							Oil/grease/coolant/p.s./fuel								<b>Lights back of bus(HAT)**</b>
							<b>BUS ENTRANCE</b>								Hazards/ambers/tail lights**
							Door/window								Remove empty sign
							Step tread/handrails								Floor clean/damage
							Engine compartment								<b>OUTSIDE OF BUS</b>
							Oil								Stepwell light
							Power steering								Mirror brackets (all)
							Transmission (when hot)								Reds front/back
							In most instances you can inspect								Clearance/marker lights
							All hoses/clamps								Stop arm/lights
							All belts								Coolant/window wash
							Water pump/radiator								Steering system
							Alternator								Do at all 4 tires
							Air compressor								Springs/shocks/air suspension
							All wiring								Slack adjuster/air chamber
							Moisture (leaks on engine)								Brake linings/drums
							Hood & hinges								U-bolts
							<b>SAFETY EQUIPMENT</b>								Tires/rims/lugs/valve stems
							Fusees & reflectors								Hup oil seals
							Fire extinguisher								Batteries/connections/door
							First aide kit								<b>IF APPLICABLE</b>
							Emergency cards								Hydraulic lines/caliper/rotor
							Accident kit								Open lift door/check lift
							<b>AIR BRAKE TESTS</b>								
							Applied brake test								Fuel cage/tank
							Low air warning								Fuel cap/lines
							Spring brake								Clean back windows
							Parking brake								Operation inspection
							Check air builds to 120								Service brake
							Seat/Seatbelt								Suspension
							Outside mirrors adjusted								Noises/smells
							<b>Dash/gages/switches</b>								<b>POST TRIP INSPECTION</b>
							Mirror/visor/windshield								Set parking break
							Radio working								Put in neutral
							Defroster/heater								Turn off all switches
							Gear shifter/beeper in reverse								Let bus run for 3 minutes
							Lights/high beams/indicator lights								Turn bus off
							Turn signals/hazards								Put sign in back window
							Instrument panel lights								Check seats/sweep floor
							Oil/air/fuel/temperature								
							Ammeter/voltmeter								*Plug in( if cold weather)
							Wipers/washer								*Fuel ( no less than 1/2 tank)
							Heaters (all)								*Go through bus wash
							Dome lights								
							Master override switch								
							Warning lights								
							Horn/steering wheel								
							<b>Brakes/Back-up lights</b>								

