

# School Bus Drivers's Pre-Trip Inspection Form

School District or Contractor's Name \_\_\_\_\_

Bus Identification No. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

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
  - All 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
  - 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 Wheels and Tires
  - Exhaust System (*tail pipe clear?*)
  - Rear Tail/Brake Lights
  - Rear Turn Signal Lights
  - Rear Clearance Lights
  - Rear Identification/Cluster Lights
  - Strobe Lamp (*if applicable*)
  - Rear Eight Light Flashing System
  - Rear Reflectors
  - Rear Emergency Door (*open/close*) (*if applicable*)
  - Right Rear Wheels and Tires
  - Fuel Tank Filler Cap

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 (*if applicable*)
  - First Aid Kit
  - Fire Extinguisher
  - Lettering
  - Two-way Radio or Authorized Cell Phone

Record Month and Year displayed on the front of the Certificate of Safety \_\_\_\_\_

Record Odometer Reading from the Vehicle's Odometer \_\_\_\_\_

*If today's month and year is after the month and year recorded above or if the vehicle's odometer reading is greater than the miles recorded on the back of the Certificate of Safety, the Certificate of Safety has expired or is not valid.*

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

- S U**
- Valid Certificate of Safety
  - Steering Wheel
  - Windshield Wipers/Washers
  - Heater and Defroster
  - All Interior Lights
  - Horn
  - Service Door (*open & close*)
  - All Mirrors (*adjustments*)
  - Sun Visor
  - Emergency Exits (*windows/doors*)
  - Emergency Exits Alarms
  - Clutch (*if applicable*)

- S U**
- Child Check System (*electronic or manual*)
  - Braking Warning Alarm
  - Controls and Indicators
  - Ammeter (*voltmeter*)
  - Gear Shift Lever
  - Neutral Safety Switch
  - Water Temperature Gauge
  - Fuel Gauge
  - Vacuum or Air Pressure Gauge
  - Odometer
  - Switches
  - Driver's Seat Belt

### Drive Bus Forward and Apply Brakes:

- S U**
- Service and Emergency Brake Operation

REMARKS \_\_\_\_\_

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

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

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

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