SCHOOL BUS PRE-TRIP INSPECTION

Driver: _____ Bus No._____

Date: _____

It is the responsibility of the school bus driver to make a daily pre-trip inspection of the school bus before leaving storage.

Step I. Overview	M	T	W	T	F	S
A. Damage to bus	___	___	___	___	___	___
B. Leaning to one side	___	___	___	___	___	___
C. Fresh oil, grease, coolant and fuel leaks	___	___	___	___	___	___
D. Hazards around bus	___	___	___	___	___	___
Step II. Inside Cab						
A. Safety Equipment						
1. Handrail	___	___	___	___	___	___
2. Wrecking bar	___	___	___	___	___	___
3. Windshield, mirrors, and visor	___	___	___	___	___	___
4. Fire extinguisher	___	___	___	___	___	___
5. Fuses and reflectors	___	___	___	___	___	___
6. First aid kit	___	___	___	___	___	___
B. Gauges	M	T	W	T	F	S
1. Oil pressure	___	___	___	___	___	___
2. Air or vacuum pressure	___	___	___	___	___	___
3. Fuel	___	___	___	___	___	___
4. Ammeter and voltmeter	___	___	___	___	___	___
5. Temperature	___	___	___	___	___	___
6. CDL brake check						
a. Service brake	___	___	___	___	___	___
b. Low pressure light and buzzer	___	___	___	___	___	___
c. Emergency brake	___	___	___	___	___	___

C.	Control Panel							
	1.	Windshield wipers and washer	___	___	___	___	___	___
	2.	Heater and defroster fans	___	___	___	___	___	___
	3.	Master warning lights	___	___	___	___	___	___
	4.	Master override	___	___	___	___	___	___
	5.	Step-well light and service door	___	___	___	___	___	___
	6.	Dome lights	___	___	___	___	___	___
	7.	Horn	___	___	___	___	___	___
	8.	Beeper (in reverse)	___	___	___	___	___	___
	9.	Radio check	___	___	___	___	___	___
Step III. Lights (first half)			M	T	W	T	F	S
A.	Instrument panel lights		___	___	___	___	___	___
B.	Headlights - high beam		___	___	___	___	___	___
C.	Left turn signal		___	___	___	___	___	___
D.	Clearance lights		___	___	___	___	___	___
E.	Side reflectors		___	___	___	___	___	___
F.	Tail lights		___	___	___	___	___	___
G.	Emergency door and floor cleanliness		___	___	___	___	___	___
H.	Open lift door		___	___	___	___	___	___
Step IV. Inside (walkback)								
A.	Warning lights (amber)		___	___	___	___	___	___
B.	Hazard lights		___	___	___	___	___	___
C.	Brake lights - instrument on pedal		___	___	___	___	___	___
D.	Seats		___	___	___	___	___	___
E.	Open emergency door							
	1.	Check lights (in rear)	___	___	___	___	___	___
	2.	Secure door	___	___	___	___	___	___
F.	Operate lift on handicapped bus		___	___	___	___	___	___

Step V. Lights (second half)		M	T	W	T	F	S
A.	Head lights - low beam	___	___	___	___	___	___
B.	Right turn signal	___	___	___	___	___	___
C.	Warning lights - red	___	___	___	___	___	___
D.	Mirror brackets	___	___	___	___	___	___
E.	Leaks under bus	___	___	___	___	___	___
F.	Stop arm	___	___	___	___	___	___
G.	Battery box	___	___	___	___	___	___
H.	Close lift door	___	___	___	___	___	___
I.	Fuel cap	___	___	___	___	___	___
J.	Clean windows, mirrors, and lights	___	___	___	___	___	___

Step VI. Operation inspection

A.	Seat belt	___	___	___	___	___	___
B.	Steering	___	___	___	___	___	___
C.	Parking brake	___	___	___	___	___	___
D.	Service brake	___	___	___	___	___	___
E.	Engine	___	___	___	___	___	___
F.	Transmission	___	___	___	___	___	___
G.	Clutch	___	___	___	___	___	___
H.	Suspension	___	___	___	___	___	___

Step VII. After Bus Route

Set parking brake and turn off all switches. Check the condition of seats for damage, student belongings and for cleanliness.

Step VIII. Garage Responsibilities

Mechanics will check the following items: Oil level; coolant level; power steering system and fluid level; washer fluid; hoses; coolant and air; belts; water pump; alternator; wiring; air compressor; air chamber and lines; slack adjusters; tires; rims; lugs; brake drum and oil seals; suspension springs and shocks; hood and hinges.

Comments: