

PRE-TRIP SAFETY INSPECTION - STEP BY STEP PROCEDURE LISTED ON REVERSE SIDE

MONTHLY RECORD OR DAILY PRE-TRIP SAFETY INSPECTIONS (Check box if inspected and place an "X" if defect is noted)

COMPLETE DAILY AND TURN IN AT THE END OF THE MONTH

Driver's Name:

Bus Number:

VA State Inspection Month:

Odometer Reading – First Day of Month: _____

Odometer Reading – Last Day of Month: _____

Directions: During your pre-trip all blocks must be marked. This form is to be turned in to the Transportation Office within three (3) days of the last working school day.

MONTH DATE	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
A. UNDER HOOD	am																														
	pm																														
B. INSIDE BUS	am																														
	pm																														
C. TURN ON ALL LIGHTS	am																														
	pm																														
D. RIGHT FRONT TIRE	am																														
	pm																														
E. FRONT OF BUS	am																														
	pm																														
F. LEFT FRONT TIRE	am																														
	pm																														
G. UNDER BUS	am																														
	pm																														
H. LEFT REAR WHEELS	am																														
	pm																														
I. REAR OF BUS	am																														
	pm																														
J. RIGHT REAR WHEELS	am																														
	pm																														
K. FUEL AREA	am																														
	pm																														
L. INSIDE BUS	am																														
	pm																														
M. FINAL CHECK	am																														
	pm																														
DRIVER'S INITIALS	am																														
	pm																														

This form accurately reflects the results of a pre-trip inspection performed by ME on EACH DAY indicated.

This form is to be turned in to the Transportation Office within three (3) days of the last working school day.

Employee's Signature: _____

PRE-TRIP SAFETY INSPECTION -- STEP BY STEP PROCEDURE

A. UNDER HOOD INSPECTION	F. LEFT FRONT TIRE	K. CHECK FUEL AREA
1. CHECK UNDER BUS FOR LEAKS	1. CHECK HUB OIL SEAL	1. CHECK FUEL TANK
2. CHECK ENGINE COMPARTMENT	2. CHECK LUG NUTS	2. CHECK FOR FUEL LEAKS
a. OIL LEVEL	3. CHECK RIM	
b. COOLANT LEVEL	4. CHECK TIRE AND TREAD	L. CHECK INSIDE BUS
c. POWER STEERING FLUID	5. CHECK SPRING AND MOUNTS	1. CHECK ENTRANCE DOOR
d. WATER PUMP - LOOSENESS	6. CHECK SHOCK ABSORBERS	2. CHECK STEP TREADS
e. ALTERNATOR - LOOSENESS	7. CHECK SLACK ADJUSTER (AIR BRAKE)	3. CHECK HANDRAILS
f. AIR COMPRESSOR - LOOSENESS	8. CHECK BRAKE CHAMBER (AIR BRAKE)	4. CHECK SEAT CUSHION BOTTOMS/LATCHES
g. MASTER CYLINDER - LEAKS	9. CHECK BRAKE HOSES	5. CHECK EMERGENCY DOOR AND WINDOWS
h. AIR LEAKS	10. CHECK DRUM OR ROTOR	6. CHECK SEAT BACKS
i. ALL BELTS	11. CHECK STEERING BOX	7. CHECK WINDOWS
j. WINDSHIELD WASHER FLUID	12. CHECK STEERING LINKAGE	8. CHECK ROOF HATCH
	13. CHECK LEFT SIDE MIRROR	9. CHECK EMERGENCY EQUIPMENT
B. INSIDE BUS		
1. START ENGINE	G. CHECK UNDER BUS (LEFT SIDE)	
a. CHECK OIL PRESSURE	1. CHECK DRIVE SHAFT	M. FINAL CHECK
b. CHECK ALTERNATOR VOLTAGE	2. CHECK EXHAUST SYSTEM	1. CHECK BRAKE AND BACK UP LIGHT
c. CHECK AIR PRESSURE	3. CHECK FRAME	2. CHECK SIGNAL LIGHTS
d. CHECK STEERING PLAY	4. CHECK FOR LOOSE WIRING, PARTS, OR COMPONENTS	3. CHECK CLUTCH FOR FREE TRAVEL
e. CHECK PARKING BRAKE		4. CHECK BRAKES
f. CHECK MIRRORS AND WINDSHIELD	H. LEFT REAR WHEELS	5. CHECK STEERING
g. CHECK WINDSHIELD WIPERS	1. CHECK HUB OIL SEAL	6. CHECK GEARS
h. CHECK LIGHT INDICATORS	2. CHECK LUG NUTS	
i. CHECK HORN	3. CHECK RIM	
j. CHECK HEATERS AND DEFROSTER	4. CHECK TIRE AND TREAD	
k. DO AIR BRAKE CHECK	5. CHECK SPRING AND MOUNT	
	6. CHECK SHOCK ABSORBER	
C. TURN ON ALL LIGHTS AND EXIT BUS	7. CHECK SLACK ADJUSTER (AIR BRAKE)	
	8. CHECK BRAKE CHAMBER (AIR BRAKE)	
D. START AT RIGHT FRONT TIRE	9. CHECK BRAKE HOSES	
1. CHECK HUB OIL SEAL	10. CHECK DRUM OR ROTOR	
2. CHECK LUG NUTS		
3. CHECK RIM	I. REAR OF BUS	
4. CHECK TIRE AND TREAD	1. CHECK ALL LIGHTS	
5. CHECK SPRING AND MOUNTS	2. CHECK ALL REFLECTORS	
6. CHECK SHOCK ABSORBER	3. CHECK REAR EMERGENCY DOOR	
7. CHECK SLACK ADJUSTER (AIR BRAKE)	4. CHECK EXHAUST PIPE	
8. CHECK BRAKE CHAMBER (AIR BRAKE)		
9. CHECK BRAKE HOSES	J. RIGHT REAR WHEELS	
10. CHECK DRUM OR ROTOR	1. CHECK HUB OIL SEAL	
	2. CHECK LUG NUTS	
	3. CHECK RIM	
E. GO TO FRONT OF BUS	4. CHECK TIRE AND TREAD	
1. CHECK MIRROR AT ENTRANCE DOOR	5. CHECK SPRING AND MOUNT	
2. CHECK ALL LIGHTS	6. CHECK SHOCK ABSORBER	
3. CHECK CROSSING GATE	7. CHECK SLACK ADJUSTER (AIR BRAKE)	
4. CHECK CROSSOVER MIRRORS	8. CHECK BRAKE CHAMBER (AIR BRAKE)	
5. CHECK STOP SIGN	9. CHECK BRAKE HOSES	
	10. CHECK DRUM OR ROTOR	

NOTE: IF ASSIGNED A BUS EQUIPPED WITH A LIFT YOU MUST INSPECT THE OPERATIONAL READINESS OF THE LIFT DURING THE PRE-TRIP