

**SCHOOL BUS
PRE-TRIP INSPECTION REPORT
(MONTHLY)**

District / Carrier _____ Month _____ Year _____

Bus Number _____ Starting Mileage _____ Ending Mileage _____

Driver Name / Driver Designee _____

***** ANY VIOLATIONS DISCOVERED MUST BE REPORTED *****

<p>ENGINE COMPARTMENT: ***Hood MUST be opened*** Oil level Auto transmission fluid level Alternator Belts and hoses Coolant level Water pump Air compressor (air brakes) Master cylinder (hydraulic) Check for leaks Steering gear box & hoses Steering linkage (Left/Right) Power steering fluid</p> <p>EXTERNAL INSPECTION: Lights (signals, stop, headlights, clearance, ID lamps, side markers, license plate lamp, back up lights) 8 Way lamp system Entrance door and mirrors Windshield(s) Window glass Reflectors Fuel tank and cap Wheel (lugs, rims, spacers, tires) Wheel flaps (if equipped) Springs, shock absorbers Spring mounts (including U-bolts, front & rear axles) Battery / Battery box</p>	<p>ENGINE COMPARTMENT (CONTINUED): Hub oil seals (front & rear) Brakes (drums, rotators, linings) Brakes (<u>Hydraulic</u>), ABS indicator Service, parking, electric assist Brake (<u>Air</u>), ABS indicator slack adjusters, chambers, hoses, parking Drive shaft Frame</p> <p>AIR BRAKE SYSTEM: Air leak check (1 minute test) Low air warning (buzzer/ light) Emergency brake system engaged Parking brake Service brake</p> <p>INTERNAL INSPECTION: *<u>Engine running, parking brake applied</u>* Oil pressure builds Ammeter/voltmeter Fuses / breakers / Lighting indicators (turn signal, 4 way flashers, headlamp, brake lamp, park brake lamp, 8 way lamp system check) Fuel gauge functional Driver seatbelt Horn Heater/defroster Mirrors properly adjusted</p>	<p>INTERNAL INSPECTION (CONTINUED): Windshield wipers / washers Safety/emergency equipment fire extinguisher reflective triangles first aid, body fluids cleanup kits seat belt cutter - if applicable Seats</p> <p>EMERGENCY EXITS: door(s) / latch(s) windows (operational / buzzer) roof hatches (operational / buzzer)</p> <p>WHEELCHAIR – N/A <input type="checkbox"/> Anchor points, belts, straps, lift inspection, interlock safety system functional</p>
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<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
<input type="checkbox"/> Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The school bus driver or designee **MUST** complete a **DAILY** pre-trip inspection of the school bus prior to the buses use.

This form **MUST BE** carried in the school bus at times when in use. Turn in the completed form at the end of month.

<p>Driver Comments or explanation of defect(s) discovered:</p>

Repairs completed by: _____ Date: _____