

 Policy #: T-8	Effective Date: 4/27/04	Page #: 1 of 2
Ref #:	Policy Council Approval Date: 8/28/07, 04/28/09	Revision Date: 4/10/07, 4/15/09

COMPONENT: TRANSPORTATION

SUBJECT: PRE-TRIP INSPECTION

PERFORMANCE OBJECTIVE: To ensure all vehicles have a safety check prior to operating and transporting children on board.

Staff must conduct a thorough pre-trip inspection before and after each final route. The most important purpose of a pre-trip inspection is to ensure the vehicle used to transport children is operating in a safe manner.

Pre-Trip procedures should include:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Check all mirrors. 2. Check tailpipe. 3. All exits open and close easily. 4. Tires ok? Lug nuts? Tires tread ok? 5. Look under bus all clear? 6. Outside of bus clean? 7. Inside bus clean? 8. Emergency equipment on bus with signs? 9. Windshield clean? 10. Gauges ok? 11. Start engine, look and listen for trouble. 12. Step light working? 13. Steering ok? Noise? 14. Horn, defroster, heater, windshield wipers work? 15. Brakes feel ok? Parking brake release reset? 16. Turn signals, flashers all working and clean? 17. Stop arm working? 18. Headlights working – high and low beam? 19. Hazard flashers working? 20. Brakes stop and hold? 21. Check fluids in bus; oil, transmission, antifreeze and fuel? | <p>Complete: The drivers name</p> <p>Complete: The bus #</p> <p>Complete: Center name</p> <p>Complete: The date for the week (ex: March 1-5)</p> <p>Place a ✓ if items are ok.</p> <p>Place an X if items need attention.</p> |
|---|---|

Complete odometer readings for the beginning of the week reading.
Write additional comments on the pre-trip form. If the bus needs service there must be a vehicle repair log attached to the pre-trip inspection form. **Do not write service request on pre-trip inspection form without completing a vehicle repair log.**

The service record on the pre-trip inspection form must be complete and current.



Pre-Trip Inspection

DRIVER: _____ BUS#: _____ CENTER: _____ DATE: _____

√ = ok X = needs attention ODOMETER BEGIN: _____ END: _____

ITEMS TO CHECK	Mon AM	Mon PM	Tues AM	Tues PM	Wed AM	Wed PM	Thurs AM	Thurs PM	Fri AM	Fri PM
1. Check fluids										
2. Look under bus, all clear?										
3. Start engine, look and listen for trouble										
4. Gauges ok?										
5. Step light working?										
6. Stop arm working?										
7. Head lights working - high and low beam?										
8. Hazard flashers working?										
9. Horn, defroster, heater, windshield wipers work?										
10. Brakes feel ok? Parking brake release reset?										
11. Tires ok? Lug nuts? Tires tread ok?										
12. Check all mirrors?										
13. Check tailpipe?										
14. All exits open and close easily?										
15. Inside and outside of bus clean?										
16. Emergency equipment on bus with signs?										
17. Windshield clean?										
18. Steering ok? Noise?										
19. Fuel level?										
20. Brakes stop and hold?										

Service Record:

Mileage of last oil lube: _____

Mileage of next needed oil change: _____

Mileage of last rotation: _____

Mileage of next tire rotation: _____

(mileage/tire rotation should be conducted every 3,000 miles)

ADDITIONAL COMMENTS:

Signature

Date