**DAILY VEHICLE INSPECTION REPORT PRE TRIP**

 Bus # \_\_\_\_\_\_\_\_\_\_ Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Leaks Under Bus / Engine Area / Leaning |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **FLUID LEVELS** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Stick**s: Oil / Transmission / Power Steering |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Visual**: Brake / Coolant / Washer Fluid |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Battery |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Belt / Hoses / Wires |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Steering Column / Box / Linkage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tire Area: Tread Depth / Sidewalls / Pressure |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rims/Lug Nuts/Hub Seal/Bud Space/Axle Seal |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Suspension System: springs/Shocks/U-Bolt |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Exhaust System |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fuel Tank / Cap / Straps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Windows / Windshield Wipers / Fluid |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mirrors / Brackets / Lenses |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lights: Indicators – **ALL** work |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Strobe / Dome |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Headlights / Bright’s |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Reverse / Clearance / Hazards |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Turn Signals / Stop sign |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Amber / Reds / Warning Override |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Emergency Exits / Lights / Buzzers** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Seats / Seatbelts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gages (Oil, Temp, Gas, Battery) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Horn / Steering Play 2” |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Heater/Defrosters/Fans |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Cleanliness |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Fire Extinguisher: pin in, secure, charged, UTD |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  First Aid Kit / Body fluid Kit stocked |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Broom / secure |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  6 Flares, 3 Triangles stocked and secure |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gearshift / Indicator/no abnormal sounds |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Doors: open/closes, Wthr Strpng, Hinges |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Brake System: Emergency Brake works, **holds in drive & reverse** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  No Brake Fade (DO NOT PUT IN GEAR) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Service Brake-5mph**, STEP** on brake, no pulling |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  ABS Light works properly |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Remove “Bus empty” sign |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Date ⇒ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Drivers Initials ⇒ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Weekly Tire Pressure: Front L \_\_\_\_ R \_\_\_\_** |
|  **(80 lb./use gauge) Rear L \_\_\_\_ R \_\_\_\_** |
|  **Rear Inside L \_\_\_\_ R \_\_\_\_** |
| **Initials: \_\_\_\_\_\_** |

**Issues: (PLEASE EXPLAIN IF SOMETHING IS NOT MARKED)**

**I have performed a pre-trip inspection according to the Ohio Pupil Transportation.**

**Rules and have checked the above items and found them as noted in the report.**

**Driver’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Driver’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Rev 1/21

Bus Driver Post Route Inspection

**Vehicle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Put “Bus Empty” sign up** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Check for children** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Harnesses straightened** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Children’s book bags** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Lights turned off** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **All switches turned off** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Phone taken off bus** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Windows closed** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tires checked** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **No fluid leaks** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bus cleaned** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Doors Locked** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Outside body damage** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Gas tank filled** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Date ⇒ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Drivers Initials ⇒ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**BLT (B**rakes**-ALL 3 checks, ALL L**ights, **ALL 6 T**ires)

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Initials** |  |  |  |  |  |  |  |  |  |  |  |
| **Date** |  |  |  |  |  |  |  |  |  |  |  |

**Comments:**

**I have completed the post trip inspection and have found the above items as noted in the report.**

**Driver’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_**

**Driver’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_**

Rev 1/21