

✓ = SATISFACTORY - = UNSATISFACTORY + = REPAIRED X = DID NOT DRIVE

[illegible]

A pre-trip inspection must be performed on the bus prior to leaving the parking location each AM and PM route and on trips. Each bus you drive must have a separate pre-trip form.

Drivers are to keep this form for the entire month and record each time they drive the bus, keeping the days in order.

Items that are good should be recorded by placing a ✓ in the box. Example:

✓
—
+

Items that are faulty should be recorded by placing a — in the box. Example:

—
+

Items that are repaired should have an I drawn through the — to make a +. Example:

+

On days that the bus is not driven an X should be placed in the boxes.

There should be no blank boxes on this form. Something should be recorded for each day, whether or not the bus was driven.

This form is due in the office no later than the 5th of each month following the month recorded.

This form is to be filled out completely and signed on the reverse side.

WEEKS 5 AND 6 AND FUEL SHEET ON REVERSE SIDE

✓ = SATISFACTORY — = UNSATISFACTORY += REPAIRED X = DID NOT DRIVE

- = UNSATISFACTORY

+ = REPAIRED

X = DID NOT DRIVE

Date _____

Driver Initials

TIRES & WHEELS (FRONT AND REAR)

TIRES & WHEELS (FRONT AND REAR)

START UP / CHECK ALL GAUGES

TOTAL BRAKE CHECK (AIR OR HYDRAULIC)	
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EIGHT-WAY LIGHT SYSTEM, CROSSING GATE, STOP ARM

HEATERS, DEFROSTERS, INTERIOR LIGHTS

LIGHTS (HEAD, STOP, MARKER, TURN SIGNALS / HAZARDS)	
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UNDER BUS (DRIVE SHAFT, FRAME, EXHAUST)

MIRRORS / WINDSHIELD

FRONT AND REAR DOORS

EMERGENCY EXITS & BUZZERS

WINDOWS AND SEATS

EMERGENCY EQUIP.

FUEL 1/2 TANK

CLEAN BUS

FIRST AID, BODY FLUID KITS

FLUIDS, ENGINE COMPARTMENT, BELTS, HOSES

CHECK VIDEO & RADIO

POST - TRIP (BUS SECURE, NOBODY LEFT ON BUS)

FUEL SHEET

[illegible]

BUS# _____ **DATE TURNED IN:** _____

SIGNATURE