**Week of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Odometer Reading:**

 **End of Week**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Start of Week**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Total Miles**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments/Notes/Trips:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pre-Trip & Post-Trip Inspection Checklist**

Bus # \_\_\_\_\_\_\_\_ Route # \_\_\_\_\_\_\_\_\_

Driver’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Key:**

|  |  |  |
| --- | --- | --- |
|  |  | Okay |
|  | o | Needs Attention |
|  | x | Adjustment Made |
|  | - | Not Equipped |

Return to Transportation Office at the end of each week. (Mandated by law to be on file in office)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|  Engine Compartment |  |  |  |  |  |  |  |
|  Body, Chassis & drive train |  |  |  |  |  |  |  |
| **Drivers Compartment:** |  |  |  |  |  |  |  |
|  Service Door Area |  |  |  |  |  |  |  |
|  Registration & Insurance |  |  |  |  |  |  |  |
|  Fire Extinguisher |  |  |  |  |  |  |  |
|  Fusees |  |  |  |  |  |  |  |
|  Reflective Triangles |  |  |  |  |  |  |  |
|  First Aid Kit |  |  |  |  |  |  |  |
|  Seat & Seatbelt Adjustment |  |  |  |  |  |  |  |
|  Steering Wheel Play & Adj |  |  |  |  |  |  |  |
|  Horn |  |  |  |  |  |  |  |
|  Mirror Adjustment |  |  |  |  |  |  |  |
|  Service Door Operation |  |  |  |  |  |  |  |
|  Service Brake “Leak Test” |  |  |  |  |  |  |  |
|  Low Air Warning Buzzer &  Light |  |  |  |  |  |  |  |
|  Parking Brake “Stall Test” |  |  |  |  |  |  |  |
|  Gauges |  |  |  |  |  |  |  |
|  Alt/Generator Warning Lt |  |  |  |  |  |  |  |
|  Oil Pressure Warning Light |  |  |  |  |  |  |  |
|  Instrument Panel Lights |  |  |  |  |  |  |  |
|  Alt Yellow Light Indicators |  |  |  |  |  |  |  |
|  Alt Red Light Indicators |  |  |  |  |  |  |  |
|  Strobe Light Indicator |  |  |  |  |  |  |  |
|  Left/Right Turn Indicator |  |  |  |  |  |  |  |
|  High Beam Indicator |  |  |  |  |  |  |  |
|  Windshield Washer/Wiper |  |  |  |  |  |  |  |
|  Defroster Fans |  |  |  |  |  |  |  |
|  Heater Fans |  |  |  |  |  |  |  |
|  Step Well Lamp |  |  |  |  |  |  |  |
|  Ceiling Lamps |  |  |  |  |  |  |  |
|  Driver Fans |  |  |  |  |  |  |  |
| **First Walk-Around:** |  |  |  |  |  |  |  |
|  Right Front Tire/Wheel |  |  |  |  |  |  |  |
|  Right Front Mud Flap |  |  |  |  |  |  |  |
|  Lettering & Reflectors |  |  |  |  |  |  |  |
|  Front Alt Flashing Yellows |  |  |  |  |  |  |  |
|  Windshield & Wipers |  |  |  |  |  |  |  |
|  Front Hazard Lights |  |  |  |  |  |  |  |
|  Low Beam Headlights |  |  |  |  |  |  |  |
|  Front Bumper & Grill |  |  |  |  |  |  |  |
|  Left Front Tire/Wheel |  |  |  |  |  |  |  |
|  Left Front Mud Flap |  |  |  |  |  |  |  |
|  | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|  Electrical Panel/Fuses |  |  |  |  |  |  |  |
|  Stop Arm |  |  |  |  |  |  |  |
|  Lettering & Reflectors |  |  |  |  |  |  |  |
|  Battery Compartment/Door |  |  |  |  |  |  |  |
|  Left Rear Tire/Wheel |  |  |  |  |  |  |  |
|  Left Rear Mud Flap |  |  |  |  |  |  |  |
|  Windows |  |  |  |  |  |  |  |
|  Clearance Lights |  |  |  |  |  |  |  |
|  Strobe Light |  |  |  |  |  |  |  |
|  Left Emergency Door  |  |  |  |  |  |  |  |
|  Air Deflector  |  |  |  |  |  |  |  |
|  Rear Alt Flashing Yellows |  |  |  |  |  |  |  |
|  Rear Emergency Door /Seal |  |  |  |  |  |  |  |
|  Hazard Lights |  |  |  |  |  |  |  |
|  Brake Lights |  |  |  |  |  |  |  |
|  Back-up Lights & Beeper |  |  |  |  |  |  |  |
|  License Plate & Light |  |  |  |  |  |  |  |
|  Rear Bumper |  |  |  |  |  |  |  |
|  Exhaust |  |  |  |  |  |  |  |
|  Right Rear Tires/Wheels |  |  |  |  |  |  |  |
|  Right Rear Mud Flap |  |  |  |  |  |  |  |
| Fuel Door & Cap |  |  |  |  |  |  |  |
|  Outside Door Light |  |  |  |  |  |  |  |
| **Second Walk-Around:** |  |  |  |  |  |  |  |
|  Front Alt Flashing Reds |  |  |  |  |  |  |  |
|  Headlight High Beams |  |  |  |  |  |  |  |
|  Left turn Signals/mid-light |  |  |  |  |  |  |  |
| Rear Alt Flashing Reds |  |  |  |  |  |  |  |
| **Final Walk-Around:** |  |  |  |  |  |  |  |
| Rt Turn Signals/ Mid-light |  |  |  |  |  |  |  |
| **Inside Check:** |  |  |  |  |  |  |  |
| General Cleanliness |  |  |  |  |  |  |  |
| Seats & Seat Backs |  |  |  |  |  |  |  |
| Floor Treads & Moldings |  |  |  |  |  |  |  |
| Head Bump Pads |  |  |  |  |  |  |  |
| Emerg Window Buzzers |  |  |  |  |  |  |  |
| Roof Hatch Buzzer(s) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Post Trip Inspection**  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Initial** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |