**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** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |