REACH DANE SCHOOL BUS PRE-TRIP FORM

DRIVER:_____WEEK OF:_____

Drivers are responsible for the overall condition of each bus they are assigned. This form serves as a checklist for drivers to use during the daily bus inspection. Report items needing repair (mechanical issues or unsafe conditions) to the Transportation Manager via e-mail: BUS@ReachDane.org certifying an electronic record of the repair needed.

CHECK THESE ITEMS DAILY AS PRE-TRIP "X" FOR PASS "NR" FOR NEEDS REPAIR	BUS: DATE:	BUS: DATE:	BUS: DATE:	BUS: DATE:	BUS: DATE:	BUS: DATE:	BUS: DATE:	CHECK THESE ITEMS WEEKLY DATE WHEN COMPLETED
Beginning Mileage								SWEPT BUS:
Fluid Leaks Under Bus								1.
Oil Level								2.
Coolant Level								WIPED DASH AREA:
Battery Check								
Belts/Hoses/Loose Wires								EMPTY TRASH:
Front Tires & Wheels								
Windshield Check								INSIDE WINDOWS:
Inside & Outside Mirrors								1.
Operation of Service Door								2.
Entrance Steps								CHECK ATF:
Fans/Defrost/Switches								
Horn & Steering Wheel								PS FLUID:
Driver's Seat & Safety Belt								
Wipers & Washers								BRAKE FLUID:
Safety Equipment								
Headlights & Marker Lights								WASHER FLUID:
FRONT Turn Signals/4-Ways								
FRONT Warning Lights								STAR SEAT CHECK
FRONT Clearance/I.D. Lights								Secure:
Stop Signal Arm & Lights								Clean:
Crossing Control Arm								CHILD ALARM:
Fuel Cap								1.
Reflectors/Reflective Tape								2.
Taillights & Marker Lights								EMERGENCY BRAKE:
REAR Turn Signals/4-Ways								1.
REAR Warning Lights								2.
REAR Clearance/I.D. Lights								BACK-UP ALARM:
Emergency Door & Alarm								1.
Rear Tires & Wheels								2.
Exhaust System & Tail Pipe								FUEL: DATE (BUS #)
Window Check								1.
Brake Test & Brake Lights								2.
Reverse Lights								3.
Call-in Time								
Call-in Time								OUTSIDE WINDOWS:
Call-in Time								
Call-in Time								WASHED BUS:
Ending Mileage								

I certify that these inspections have been completed: _____ Date:_____