AM

State of Louisiana Department of Education
DAILY SCHOOL BUS PRE-TRIP & POST-TRIP INSPECTION CHECK LIST

This form is due in Transportation at the end of each Month! Include regular bus number if you are driving a spare bus!

Driver Name _____ **Regular Bus #** _____ **Spare Bus #** _____ **Dates From:** _____ **Date To:** _____

Please indicate in each block the condition of the bus using the following codes: **Okay:** ✓ **Needs Attention:** X

Month: _____	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Front of the Bus) General Overview – Look for any obvious damage																															
1. Under Bus Leaks																															
2. All Windows and Mirrors																															
3. Check Windshield Wipers																															
(Under The Hood) Engine Compartment – Look for any obvious damage and signs of wear.																															
1. Leaking Hoses & Worn Belts																															
2. Rusted or Loose Exhaust																															
3. **ALL** Fluid Levels																															
(Around the outside of the Bus) General Overview – Look for any obvious damage																															
1. Check Seal on Fuse Box																															
2. Battery Box and Switch																															
4. Tailpipe																															
5. Fuel Tank/Cap																															
6. Tires (ICD) & Splash Guards																															
8. Lugs Nuts &Rims																															
9. Hub Oil &Axle Seal																															
Check Inside the Bus																															
1. General Appearance																															
2. Entry Door																															
3. Stairwell & Handrail																															
4. Fire Extinguisher & Reflectors																															
5. First Aid & Body Fluids Kits																															
6. Floors & Trashcan																															
7. Driver's Seat & Seat Belt																															
8. Student Seats																															
Start Engine and Continue Inside Check:																															
1. All Dash Gauges																															
2. Instrument Panel																															
3. Horn & Steering Wheel																															
4. Windshield Wipers/Washers																															
5. Heater/Defroster/Fan																															
6. Dome & Stairwell Light																															
7. Brakes (Service, Parking)																															
8. Hydraulic/Air Brake Check																															
9. Turn & Hazard Indicators																															
10. Emergency Exits																															
Check Outside of Bus With Engine Running: (Make sure bus is in neutral & parking brake is on)																															
(Check ALL Lights including Headlights (HB, LB), tail, backup, brake, clearance lights, strobe, turn indicators, hazard)																															
1. All lights/reflectors/tape																															
2. Backup Signal																															
3. Stop Arms/Crossing Arms																															
4. Student Warning Lights																															
5. Mirrors																															
Complete Final Checks																															
1. Fasten Seat Belt																															
2. Test Brakes (Stop & Hold)																															
3. Steering Wheel Play																															
4. **TWO WAY RADIO ON Channel B - Volume Turned UP!**																															
Special Needs & or Head Start Additional Checklist																															
1. Check all wheel chair mounts																															
2. Test wheel chair lift																															
3. Seats & Harnesses																															
Number of Students per load. Indicate your load totals in each block.																															
1. First Load **AM**																															
2. Second Load **AM**																															
3. Third Load **AM**																															
4. Platoon Route 1 **AM**																															
5. Platoon Route 2 **AM**																															
Conduct bus walk through after each trip BEFORE driver leaves the bus: Please answer Y for Yes or N for No																															
1. Any students left on bus? **AM**																															
2. Damage to the bus? **AM**																															
3. Items left on bus? **AM**																															
5. Drain Air Brake Tanks **AM**																															
4. Turn off battery switch **AM**																															

Please indicate below any concerns you may have about your bus.

I CERTIFY THAT ALL ITEMS LISTED ON THIS FORM WERE CHECKED BY ME BEFORE PLACING THE BUS IN SERVICE. ALL FAULTY OR IMPROPERLY FUNCTIONING EQUIPMENT THAT MAY AFFECT THE SAFETY OF THIS VEHICLE'S OPERATION OR RESULT IN MECHANICAL BREAKDOWN WAS REPORTED TO THE PROPER AUTHORITIES BEFORE ALLOWING PUPILS TO BOARD THE BUS.

_____

(PRINT) DRIVER'S NAME **DRIVER'S SIGNATURE** **DATE**

PM

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