

OHIO PRE-SERVICE SCHOOL BUS PRE-TRIP/POST-TRIP EVALUATION FORM

Items marked with * denote pre-trip inspections items required by OAC 3301-83-11 and/or 3301-83-12

Driver: _____ Date: _____ Score: _____ FINAL EVALUATION: YES NO

School/Agency: _____ Bus #: _____ Bus Type: C T MS

OBI: _____ Mileage: _____

1. Mark items inspected with ✓ 2. Mark items missed/defects with a circle 3. Draw line through items not used and mark with NA
Items with an * are required by rule. "Automatic failure if missed" items are indicated below.

START TIME for Pre-Trip: _____ TOTAL TIME for Pre-Trip: _____

Number of errors _____ x2 points = Total points to deduct

Deduct total points from 100 and enter score at top of page. 80 or above is passing.

D = Door, T = Tread, R = Rail, F = Front, S = Side, R = Rear, A = Air, C = Coolant, F = Fuel, O = Oil, PS = Power Steering Fluid

STEP I. OVERVIEW

- *Leaning¹
- *Damage to Bus
- Hazards
- *Entry Check D-T-R
- OSHP Sticker

STEP II. ENGINE COMPARTMENT

- *Hood/Hinges
- Moisture
- *Leaks A-C-F
- *Wiring
- *Hoses
- *Belts
- Fluids O-C-PS
- Transmission Fluid (Weekly)
- Steering System
 - Steering Shaft
 - Gear Box
 - Hoses
 - Pittman Arm
 - Drag Link
 - Steering Arms
 - Tie Rod
- Washer Fluid

STEP III. INSIDE CAB

Safety Equipment

- *Fire Extinguisher
- *Reflectors
- Fusees
- *First Aid Kit
- Emergency Assistance Cards
- Body Fluid Kit
- Circuit Breakers/Fuses
- *Driver Seat/Belt
- Steering/*Horn
- *Windshield
 - *Mirrors
 - Visor

Gauges and Brake Check

- *Safe Start Procedure ABS Light
- *Oil
- Fuel
- *Ammeter/Voltmeter
- *Alternator
- *Temperature
- DEF
- *Transmission Engages in All Gears
- Parking Brake
- *Service Brake

***Air Brake Test**

Automatic failure if not in proper sequence

- Air Gauge and Governor Cutoff 120 psi - 140 psi
- Service Brake 3 psi
- Low Pressure Light/Buzzer 55 psi
- Emergency Spring Brake 45 psi - 20 psi

***Hydraulic Brake Test**

- Pump 3 times - hold 5 seconds

Control Panel Indicator Lights & Switches

- *Instrument Panel Lights
- *Turn Signal: Left, Right
- *Hazard Lights
- *High Beams
- *Windshield Wipers/Washer
- *Dome Lights
- Noise Suppression Switch
- *Fans
 - *Heaters
 - *Defroster
 - Air Conditioner
- Radio Check
- *Master Warning Lights: Amber, Red
- *Override
- *Service Door Step Light

STEP IV. INSIDE AND WALKTHROUGH

- *Amber Warning Lights: Front, Rear
- *Seats
- *Emergency Exits
 - *Windows
 - *Roof
- *Strobe Light

STEP V. WALK-AROUND

Bus Body

- *Mirrors and Brackets
- *Reflectors F-S-R
- Reflective Tape F-S-R
- *Stop Sign/Crossing Arm
- Emergency Door
 - Floor Cleanliness
- *Wheelchair Access
 - Operate Door
 - Operate Lift

Front Axle

- *Tires
 - *Inflation
 - *Condition
 - *Tread Depth
 - *Rims
- *Lugs
- *Hub Oil Seal

- Suspension
 - Mounts
 - Springs
 - U-Bolts
 - Shocks
- Front Brakes
 - Hoses/ABS Contaminants
- Mud Flaps

Chassis

- Frame
- *Battery Box
- Drive Shaft
- *Exhaust System
- Fuel: *Tank, Cap, Cage
- DEF Tank/Cap

Rear Axle

- *Tires
 - *Inflation
 - *Condition
 - *Tread Depth
- *Rim
- *Lugs
- Axle Seal
- Bud Type Wheels or Spacer
- *Mud Flaps
- Suspension
 - Mounts
 - Springs/Air Bags
 - U-Bolts
 - Shocks
- Rear Brakes Hoses/ABS Contaminants

Lights

- *Clearance Lights: F S R
- *Warning Lights: F S R
- *Turn Signals: Left - F S R, Right - F S R
- *Hazard Lights: F S R
- *Headlights: High Beam, Low Beam
- *Taillights
- *Brake Lights
- *Back-up Lights
- *Beeper

STEP VI. POST-TRIP PROCEDURE

- *Set Parking Brake
 - Put in Neutral
- Turn Off All Switches
- *Check Seats for Damage and Interior for Cleanliness

***CHECK FOR STUDENTS**

- **Automatic failure if not completed**
- Complete Report

ADDITIONAL/OPTIONAL EQUIPMENT

OBI Signature: _____

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Driver Signature: _____

¹This inspection is intended to help uncover a defect in one or more pre-trip inspection items required by OAC 3301-83-11 including but not limited to the tires, wheels, frame, and potential vandalism