

Pre-Trip Inspection of Motor Van Best Practices

District/Employer _____

Vehicle ID _____

Date _____

Beginning Odometer _____

Driver Name _____

Pre-starting inspection

Raise the hood and visually check the safety latch or hinges, then check belts, hoses and wiring for frayed, cracked and/or deteriorated conditions.

Walk around inspection

Place the transmission in park and set the parking brake. Start the engine and check the following:

- Note whether the vehicle is level or leaning to one side
- Check for vehicle body damage
- Look under the vehicle for fluid leaks
- Look for hazards around the vehicle
- Confirm whether vehicle meets student transportation identification requirements
- All outside mirrors and light covers should be clean, mounted securely, and not cracked or broken
- Windows are clean and no cracks
- Check the fuel tank for leaks and cap secured properly
- Check rear tires (not less than 2/32 inch of tread minimum, proper pressure, no cuts or bulges)
- Check front tires (not less than 4/32 inch of tread minimum, proper pressure, no cuts or bulges)
- Warning systems: headlights (low/high beam), brake lights, backup lights, all signals and signs, and turn signals
- Check for exhaust leaks and proper support

Inside safety check:

- Steering wheel has no more than ten degrees, or two inches play in the wheel

Conduct three separate brake checks

- Hydraulic brake:* pump brake pedal three times and hold down (pedal should not fade)
- Parking brake:* set parking brake and put vehicle in gear (vehicle should not move)
- Service brake:* drive vehicle forward, apply firm pressure to the brake pedal vehicle should not pull left or right to ensure proper adjustment

- Doors, windows, and wiper blades are properly operating
- Driver and passenger seats belts and belt indicators are properly operating
- Heater, fan, and defrosters are properly operating
- Locks and child locks are properly operating
- Check gauges and/or indicator lights
- Test horn
- Mirrors properly adjusted
- Check all emergency equipment:
 - Fire Extinguisher
 - First aid kit
 - Emergency reflectors

Ensure the vehicle is equipped with child safety restraint systems that are appropriate for the age, height, and weight of the children

Student Transportation Identification Requirements:

- Rooftop "Student Transportation" sign attached to vehicle
- District or Company name on side of vehicle

A planned road pre-check when driving between storage and first pupil pickup enables the driver to evaluate the steering, suspension, clutch, transmission, driveline, engine and brakes

Post-trip check:

- Ensure all passengers have left the vehicle visually inspecting each seat position
- Clean the vehicle and remove all loose belongings

It is important for the driver to report any and all defects in writing to the mechanic, and keep one copy for the driver's own record