

SCHOOL VEHICLE PRE-TRIP

FORM

Vehicle ID _____

Date _____

Beginning Odometer _____

Driver Name _____

Overview:

- ☐ Check if vehicle is leaning to one side
- ☐ Check under vehicle for fluid leaks
- ☐ Check for hazards around vehicle
- ☐ Student Transportation sign on roof
- ☐ District/Company Name of door
- ☐ Check all safety equipment
 - ☐ Fire Extinguisher
 - ☐ First Aid kit
 - ☐ 6 Fuses
 - ☐ 3 Reflective triangles
 - ☐ Spare electrical fuses
 - ☐ Blood Borne Pathogen Kit

Under the Hood:

- ☐ Coolant level full
- ☐ Engine oil between add and full
- ☐ No moisture or fluid leaks
- ☐ Belts
 - ☐ Not cracked
 - ☐ Not frayed
 - ☐ No more than 1/2 play
- ☐ Hoses
 - ☐ No leaks
 - ☐ No bulges
- ☐ Wiring
 - ☐ Not Loose or frayed
- ☐ Battery Cables
 - ☐ Clean
 - ☐ Secure

- ☐ Brake fluid
 - ☐ Full
 - ☐ No leaks
- ☐ Power Steering fluid
 - ☐ Full
 - ☐ No Leaks

From the Driver's Seat:

- ☐ Start engine
- ☐ Check all gauges and/or indicator lights
- ☐ Check horn
- ☐ Check 2-way radio
- ☐ Pump brake pedal 3 times and hold down
 - ☐ Pedal should not fade
- ☐ Set parking brake and put vehicle in gear
 - ☐ Vehicle should not move
- ☐ Check all mirrors for adjustment
- ☐ Check windows
 - ☐ Clean
 - ☐ No cracks
- ☐ Check windshield wipers/washer
- ☐ Steering wheel
 - ☐ No more than 10 degrees or 2 inches of play
- ☐ Turn on high beam headlights and left turn signal

Outside of Vehicle - First walk around:

Move counterclockwise from driver door

- ☐ Check rear tires
 - ☐ 2/32 inch of tread
 - ☐ Proper tire pressure
 - ☐ No cuts or bulges

- ☐ Check rear door(s)
- ☐ Taillights and left turn signal
- ☐ Fuel filler cap on securely
- ☐ Check for body damage
- ☐ Listen for exhaust leaks
- ☐ Check doors and windows for proper operation
- ☐ Check passenger seats and seatbelts
- ☐ Check left turn signal and low beams
- ☐ Check front tires
 - ☐ 4/32 inch of tread
 - ☐ Proper tire pressure
 - ☐ No cuts or bulges
- ☐ **Second walk around:**
- ☐ Turn on high beams, right turn signal and clock down brake pedal
- ☐ Check lights both front and rear of vehicle

Note: Report any and all defects in writing to the proper person and keep one copy for yourself.