

## PRE-TRIP FORM

Date \_\_\_\_\_  
Odometer \_\_\_\_\_  
Vehicle ID \_\_\_\_\_  
Driver Name \_\_\_\_\_  
District Name \_\_\_\_\_

### Overview:

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

### Under hood:

- Coolant level full
- Engine oil between add and full
- No moisture or fluid leaks
- Belts
  - not cracked
  - not frayed
  - no more than ½ inch play
- Hoses

- no leaks
- no bulges
- Wiring
  - not loose
  - not frayed
- Battery cables
  - clean
  - secure
- Brake fluid
  - full
  - no leaks
- Power steering
  - full
  - no leaks

### From drivers seat:

- Start engine
- Check all gauges and/or indicator lights
- Check horn
- Check 2-way radio (if so equipped)
- 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
- Windows
  - clean
  - no cracks
- Check Wipers / Washer
- Steering wheel
  - no more than 10 degrees or 2 inches play
- Turn on high beam head lights and left turn signal

### Outside vehicle –First walk around:

➤ Move counterclockwise from driver door

- Check rear tires
  - 2/32 inch of tread
  - proper pressure
  - no cuts or bulges
- Check rear door(s)
- Tail lights 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 seat belts
- Check left turn signal and low beams
- Check front tires
  - 4/32 inch of tread
  - proper pressure
  - no cuts or bulges

### Second walk around:

- Turn on high beams, right turn signal, and block down brake pedal
- Check lights both front and rear

### Note:

Report any and all defects in writing to the proper person and keep 1 copy for yourself.