

BEFORE EACH TRIP (Continued)

Month _____																																		
DATE OF INSPECTION	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			

OUTSIDE-ENGINE RUNNING

1. Check and Clean:																																	
a. Turn signals/ Hazard lights																																	
b. Stop lights/tail lights																																	
c. Head lights/parking lights																																	
d. Overhead flashers/stop arms																																	
e. Windshield, windows, mirrors																																	
f. Side marker lights																																	

FINAL CHECKS

1. Fasten seat belt																																
2. Check brakes (Stop and Hold)																																
3. Check clutch																																
4. Check steering																																

POST-TRIP CHECKS

1. Inspect bus seats and interior for vandalism																															
2. Verify that all passengers have exited the bus																															

ENGINE COMPARTMENT

1. Battery, belts, wiring																															
2. Oil levels																															
3. Radiator																															

WEEKLY

INSIDE OF BUS

1. Wash floor, steps, seats, windows walls and interior lights																															
2. Check contents & condition of 1st aid kit, fire extinguisher, emergency reflectors and cameras																															

OUTSIDE BUS

1. Check body for dents and scratches																															
2. Clean all exterior lights, mirrors, windows and license plates																															
3. Thoroughly wash exterior of bus																															

RECORD OF REPAIRS AND PERIODIC SERVICES (Attach All receipts: gas, oil, charges, etc.)

DATE	MILEAGE	TYPE OF REPAIR OR SERVICE	EST. COST

