

# 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.