

APPENDIX B
PRE-TRIP BUS INSPECTION

Walk around

Condition of body:

- Check condition and cleanliness of glass / mirrors
- Valid inspection sticker
- Tires / wheels condition and wear / suspension / springs
- Exhaust system
- Look for fluid leaks / check fuel cap
- Do all doors open and close properly.

Under the hood:

- Fluid levels: oil, coolant, transmission, power steering, windshield washer
- Condition of belts and hoses / check for wear and use
- Battery: is it loose, cracked, swollen, cable condition, connections
- Hood: hinges, closes properly, lock

Inside the vehicle:

- Check driver seat for adjustment / seat belt
- Start the engine / check oil pressure / all gauges, including fuel
- Adjust mirrors, controls, lights, switches, horn, operation of wipers
- Check operation of all lights
- Registration / insurance card / first aid kit / triangles (if required)
- Condition of passenger seats and seat belts
- Check all emergency exits
- Listen for unusual noises including exhaust system
- Check brake response by moving ahead slowly and braking

Buses equipped with air brakes require a complete air brake pre-trip inspection including: compressor efficiency test; gauges; air build up time; low air alarms and signals; emergency brakes; brake adjustment (slack adjusters).

Drivers require an air brake endorsement on license.

Fill in log book: note and report any defects / verify maintenance schedule

*** Ensure driver is adequately rested and within allowable hours of service**

*** Ensure there is a list of the students left with the school administration**