

PRE-TRIP VEHICLE INSPECTION PROCEDURES

This document is provided as an example of a Pre-Trip Inspection Form and can be adapted to suit the district individual needs. Completed forms must be kept for your school records. Do not submit this form to the Nebraska Department of Education.

Pre-Trip Vehicle Inspection Form			Initial to confirm the inspections have been completed.				
Vehicle No.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other
Visual Check of Vehicle Interior and Exterior for Suspicious Items.							
Under the Hood	1. Water Level						
	2. Oil Level						
	3. Belts & Hoses						
	4. Fluid Leaks						
Inside Vehicle	5. Floor Clean						
	6. Seats & Windows						
	7. Emergency Equipment						
Start Engine	8. Oil Pressure						
	9. Air/Vacuum Pressure						
	10. Fuel Level						
	11. Heaters & Defrosters						
	12. Wipers & Washer						
	13. Service Door						
	14. Low & High Beam Indicator						
	15. Left Signal Indicator						
	16. Amber Warning Lights						
	17. Emergency Exit & Buzzer						
Outside Vehicle	18. Rear Clear Lights						
	19. Amber Warning Lights						
	20. Left Turn Signal, Rear						
	21. Brake & Taillights						
	22. I.D. Lights						
	23. Exhaust System						
	24. Tires & Wheels, Rear						
Move to Front	25. Headlights, High Beam						
	26. Clear Lights						
	27. Amber Warning Lights						
	28. Left Turn Signal, Front						
	29. Front Tires & Wheels						
	30. Crossover Mirror						
	31. Both Rear View Mirrors						
Re-Enter Vehicle	32. Low Beam Indicator						
	33. Right Signal Indicator						
	34. Red Warning Lights						
Outside Vehicle	35. Right Turn Signal, Front						
	36. Red Warning Lights						
Move to Front	37. Right Turn, Signal						
	38. Red Warning Lights						
Re-Enter Vehicle	39. Service Brakes						
	40. Parking Brake						

Odometer		Mon.	Tues.	Wed.	Thurs.	Fri.	Other	Date:						
Regular Route	Before	am						Before	am					
	After	pm						After	pm					

Signature: _____