

PRE-TRIP VEHICLE INSPECTION REPORT

This document is provided as an example of the pre-trip inspection form and contains all critical inspection items.

Completed forms should be retained by the district.

Highlighted lines are critical items which may require repair before service. Seek guidance before use.

Vehicle #	Pass = P		Fail = X				
	Trip 1	Trip 2	Trip 3	Trip 4	Trip 5	Trip 6	Trip 7

Under Hood	Trip 1	Trip 2	Trip 3	Trip 4	Trip 5	Trip 6	Trip 7
Water/Coolant Level							
Engine Oil Level							
Belts/Hoses							
Oil/Fuel/Liquid Leaks							

Walk Around	Trip 1	Trip 2	Trip 3	Trip 4	Trip 5	Trip 6	Trip 7
Headlights							
ID lights							
Amber Warning Lights							
Red Warning Lights							
Front Turn Signals							
Rear Turn Signals							
Tail Lights							
Reverse Lights							
Brake Lights							
Strobe Light							
Retroreflective Tape							
Rims/Lug Nuts							
Tires							
Exhaust system							
Crossover Mirrors							
Rearview Mirrors							
Stop arm/stop sign							
Battery							

Inside Vehicle	Trip 1	Trip 2	Trip 3	Trip 4	Trip 5	Trip 6	Trip 7
Floors clean							
Seats							
Windows							
Fire Extinguisher							
Emergency Triangles							
First Aid Kit(s)							
Emergency Exits/Buzzers							
Service Door							

Driver Position	Trip 1	Trip 2	Trip 3	Trip 4	Trip 5	Trip 6	Trip 7
Service Brake							
Emergency Brake							
Oil Pressure							
Air Pressure							
Wiper/Washer							
Fuel Level							
Turn Signal Indicator							
Amber/Red Warning Light							
Steering Wheel							
Horn							

Odometer Route	AM	Trip 1	Trip 2	Trip 3	Trip 4	Trip 5	Trip 6	Trip 7
	PM							
Odometer Activity	AM							
	PM							

Date of Trip (MM/DD)	Trip 1	Trip 2	Trip 3	Trip 4	Trip 5	Trip 6	Trip 7
Driver Initials							

Comments



POST TRIP FORM

This document is provided as a suggested form- schools should adapt to suit the district's individual needs. Completed forms should be kept for your school records. **Do not submit this form to the Nebraska Department of Education.**

POST ROUTE CHECK OF VEHICLE

Minimum Requirements

Week of: _____

Vehicle # _____

Drivers are to initial the appropriate box indicating the following Post Check of the vehicle has been completed:

- No students remain on the vehicle.
- Damage due to vandalism
- Vehicle keys have been removed.
- Vehicle is secured.

	<u>Sunday</u>			<u>Monday</u>			<u>Tuesday</u>			<u>Wednesday</u>			<u>Thursday</u>			<u>Friday</u>			<u>Saturday</u>		
	<u>AM</u>	<u>PM</u>	<u>Oth</u>	<u>AM</u>	<u>PM</u>	<u>Oth</u>	<u>AM</u>	<u>PM</u>	<u>Oth</u>	<u>AM</u>	<u>PM</u>	<u>Oth</u>	<u>AM</u>	<u>PM</u>	<u>Oth</u>	<u>AM</u>	<u>PM</u>	<u>Oth</u>	<u>AM</u>	<u>PM</u>	<u>Oth</u>
<u>Driver Initials</u>																					
<u>Confirmed by</u>																					
<u>Notes</u>																					

Post Trip inspection sheets should be submitted on a weekly basis to school administration.

SCHOOL BUS INSPECTION INSTRUCTIONS:

The inspection process was created to ensure Nebraska children are being transported safely between home and school, as well as to and from activities. The Nebraska Department of Education requires frequent vehicle mechanical inspections, and the inspection process must be conducted on **all** pupil transportation vehicles.

The mechanical inspections are a two-part process.

- A full and complete inspection must be conducted before school starts in the fall, and every 80 days thereafter. The inspections must be performed by a school-appointed mechanic. *(See NDE Rule 92 for more information.)*
- A pre-trip inspection must be performed before the vehicle is used for transporting students. A trip means the transportation from one predetermined destination to another with students on board. *A new trip occurs whenever an hour or more expires before the next trip.* This inspection can be conducted by the driver or the designated pupil transportation personnel.

The pre-trip inspection consists of:

- Exterior inspection of vehicle (the “daily walk-around”)
- Interior inspection of vehicle
- Operational inspection (performed while the vehicle is being driven)

******If faulty or improperly functioning equipment is discovered during this inspection, a written report (signed and dated) must be immediately filed with the school administration or the transportation supervisor. The vehicle should not be used until repairs are completed.***

- The pre-trip inspections must be documented by the person conducting the inspection by completion of a “checklist.” Those checklists should be kept on the vehicle and then submitted on a weekly basis to the transportation supervisor or school administrator.
- Schools are required to keep these inspection forms on file to document the inspections have been properly conducted.

******A sample inspection form is included at the bottom of the instructions; however, schools can develop a form to better suit the specific needs of the entity. A version of this inspection form should be created for inspecting small vehicles as well.***

The equipment that must be inspected for proper working order is listed below.

All items listed on this form must be checked for large vehicles in the pre-trip inspection process. Items pertaining to small vehicles (vans and cars) have been indicated by an asterisk ().*

Under the Hood* – Before starting the engine for the walk-around, you should check the coolant and/or antifreeze and oil to make sure they are at the proper level. Also, look for cracked, loose, or worn drive belts, hoses, and hose clamps.

Fluid Leaks* – Examine inner wheels and tires and the area under the vehicle for wetness. Leaks can be engine oil, coolant, fuel, rear axle fluid, or grease, as well as brakes, clutch, or transmission fluid. Leaks should immediately be reported and repaired.

Exterior Inspection - “The Walk-Around”

Before you begin the walk-around, start the engine and allow the vehicle to warm-up. Remain in the vehicle while it is warming up. Set the parking brake and put the transmission in neutral. Get out and inspect the vehicle thoroughly. Walk completely around it - be alert to faulty equipment and unattended items on or near pupil transportation vehicle.

Lights* – Check all lights applicable to the vehicle: back-up lights, brake lights, directional signals, hazard flashers, headlights, lighted school bus sign, reflectors, running lights, stop arm lights, taillights, and warning lights. Any lights or reflectors exhibiting such problems as inconsistent flashing, cracks, or other damage, should be reported in writing, and repaired.

Retroreflective Tape – Look for visibly loose, peeling or missing retroreflective tape. Damaged or missing tape should be reported in writing and repaired.

Wheels* – Look for loose or missing nuts, excessive corrosion, cracks, or other damage. Tighten loose nuts. There must be no damaged wheels on the vehicle.

Tires* – Check the tires and to see if they are properly inflated. Do not drive the vehicle unless the tires are in good shape. One flat rear tire can place a dangerous weight on the companion tire of a dual set.

Exhaust System* – Look for visible exhaust and listen for excessive noise and vibration. Check for leaks in the exhaust system and holes in the body of the vehicle. Leaks should immediately be reported and repaired. Look for sagging tailpipes (exhaust pipes) and mufflers. Carbon monoxide poisoning occurs most frequently when a vehicle is standing still or is in an enclosed space with the engine running. Also, be aware that smoke from a faulty exhaust system in a diesel engine is filled with carcinogens.

Mirrors* - Should be secure and structurally sound. Any loose or broken mirrors should be reported for repair immediately.

Windows* – All windows, especially the windshield and rear window, should be clear of dirt, ice, road film, and snow that can cause glare or impair visibility. Do not clear just a “peephole.”

Stop Arm control and Service Door Control – Check to see that the controls coordinate with the actions of the stop arm and door. If there is a problem, it should be reported and repaired.

Interior Inspection

After the exterior inspection is complete, the vehicle should be checked thoroughly on the inside. All driver's instruments and controls must be functioning properly, and the following items should be checked before operating the vehicle.

All items listed on this form must be checked for large vehicles in the pre-trip inspection process. Items pertaining to small vehicles (vans and cars) have been indicated by an asterisk ().*

Loose objects or unattended items* – Be sure to check the passenger compartment. Inspect seats and windows for damage. Make sure there are no potential missiles (such as lunch boxes, toys, or schoolbooks) lying on the seats or floor.

Driver's Seat and Restraint System* – The seat should be adjusted so that the driver's feet reach the pedals. The doors, mirrors, and windows must be in comfortable viewing distance, and the steering wheel is easily grasped without stretching or reaching. Restraint systems must retract properly, and ends should attach securely.

Windows* – The windows should be cleaned from the inside as well as the outside, for total visibility, especially the windshield and rear window. The windshield wipers and washer fluid mechanism should operate properly. There should always be ample fluid in the washer fluid reservoir.

Emergency Exit Windows – Open the emergency exit window(s) and make sure they function properly. Make sure there are no obstructions or damage to the window(s) and be sure the emergency exit window(s) are clearly marked and the instructions for use are easily accessible.

Emergency Exit Roof Hatch - Open the emergency exit roof hatch(s) and make sure they function properly. Make sure there are no obstructions or damage to the roof hatch(s) and be sure the emergency exit roof hatch(s) are clearly marked and the instructions for use are easily accessible.

Emergency Equipment* – In a school bus, all emergency equipment should be easily accessible, yet out of the pupil's reach. In a small vehicle, emergency equipment is stored in the trunk. Emergency equipment consists of the first aid kit, fire extinguisher, and reflectors. The fire extinguisher should be charged and properly stored. Replace cracked or broken hoses, keep nozzles unobstructed, and make sure locking pins and sealing wires are in place. Periodically, shake the fire extinguisher to loosen the powder.

Emergency Rear Door – Check to see that it opens easily from the outside. The emergency door-warning buzzer should sound when the door is opened, and the ignition key is on. This door must always be ready for emergencies, yet tightly sealed when closed to prevent possible entrance of exhaust fumes.

Emergency Door and Buzzer – The door should be tightly sealed from the inside, but ready for emergency use. The buzzer should sound when the door is opened.

Driver Position

Brake Pedal and Warning Light* – If the light comes on during a hard brake application, in a vehicle equipped with a dual brake system, it indicates that at least one of the brake systems is not working properly. Vehicles equipped with anti-lock brakes will have an additional amber warning light if the brakes are not working properly. ****The light will be illuminated if the ABS system is not working properly.*

*** *Do not wait until the vehicle is on the road to test the brakes.* They can be tested in the yard at the bus garage. Moving at a low speed, come to a complete stop. The vehicle should stop in a straight line without pulling to one side, skidding, or swerving. The brakes should not grab, lock, or make excessive noise such as squeaking or squealing. The brake pedal should not feel grabby, over sensitive, or spongy. When the brakes are not in use, watch for dragging which causes the vehicle to pull to one side.

Clutch* – The following instructions apply if the bus has a manual transmission. When changing gears, the driver should control the speed of the engine so the shift can be completed easily and smoothly without jerking or slipping. Careless shifting wears out the clutch and reduces its service life. When the shift is completed, remove foot from the clutch-do not “ride” the clutch. When the pedal is released, the clutch should have some “free play.” Watch for dragging, grabbing, or lack of free play on the pedal. Listen for unusual sounds. If you smell an odor like burning rubber, the vehicle should immediately be stopped.

Emergency (Parking) Brake* – Slowly engage the clutch while the parking brake is on to test both air and mechanical brakes. If the bus has automatic transmission, select the drive gear, and with the parking brake applied, apply the accelerator. If the vehicle moves easily, the parking brake is not holding and should immediately be reported. With air brake systems, the parking brake will remain applied if there is partial or complete air loss in the service brakes. Release the parking brake when the vehicle is in motion.

Oil Pressure Gauge* – The oil pressure gauge indicates the proper oil pressure. If it does not, the engine should be turned off. Check the owner’s manual to ask the school mechanic to learn what the proper oil pressure is for the vehicle.

Air Pressure or Vacuum Gauge – This gauge indicates the proper capacity of pressure to operate the brakes. Do not operate the vehicle until the pressure reaches the proper capacity. Loss of pressure indicates a leak in the system. Newer buses do not have vacuum gauges but are equipped with warning lights and a buzzer system. When the engine is on, the warning lights should go off and the electric brake motor should not be running. When the engine is turned off, listen for a motor noise when the brakes are applied.

Voltmeter Gauge/Indicator Light* – The voltmeter gauge indicates the voltage of the electrical charging system. This meter should show about 14 volts with the engine running or 12 volts if the engine is off. If it shows a higher or lower voltage, report the problem to the transportation supervisor. ****The light will be illuminated if the system is not working properly.*

Water Temperature Gauge/Indicator Light* – The water temperature gauge indicates the temperature of the coolant in the engine. It should read cool or warm. If it reads hot, the engine should immediately be turned off and the problem reported. ****The light will be illuminated if the system is not working properly.*

Fuel Gauge* – It should indicate a safe margin of fuel for operating. A pupil transportation vehicle should always have at least a quarter tank of fuel.

Turn Signal Indicator* – Turn signal indicator lights should be in working order. If there is a problem, it should be reported and repaired.

Lights* – Check the panel light and the interior dome lights. They should be clean and work properly.

Steering* – The steering should be easy to handle, precise, responsive, and steady in turns and over rough roads. Power steering should be exceptionally quiet. The steering should not have excessive “play,” jerking, “kick back,” or rattles.

Horn* – The vehicle’s horn must properly operate. In a bus, the horn should have high and low tones.

Mirrors* – They should be cleaned, aimed, and adjusted tightly so visibility is unobstructed. (For school buses, refer to Section 10 of the Department of Motor Vehicle’s Commercial Driver’s License (CDL) Manual for more detailed information on properly adjusting school bus mirrors.)

Defroster, Fan and Heater* – The vents should be unobstructed to permit proper airflow. Assure vents are not covered with coats, books, papers, etc.

Passenger Restraint Systems* – In vehicles equipped with passenger-restraint systems, ensure that the systems operate properly (i.e., belts retract properly, and ends attach securely).

Operational Inspection

The operating inspection is performed while the vehicle is being driven. A daily road check, both before and after loading the students, allows the driver to evaluate the working condition of that equipment which can only be inspected while the vehicle is in motion.

A driver should be constantly aware of the weight and motion of the passengers and how the vehicle is affected (as in pick-up characteristics, the tendency to drift, how the vehicle handles on curves, etc.) by always monitoring how the engine performs under load.

The operational inspection consists of checking the following points. *Small vehicles should be inspected for items with an asterisk (*)*

Engine* – Warm the engine for several minutes before putting the vehicle into drive. Increase the engine’s speed slowly so that all the parts can be lubricated. Do not exceed the maximum rpm. Listen for unusual sounds such as backfire, light tapping, occasional misfire, piston slap, rapid hammering, or whistling. Be alert to slow engine warm-up, lack, or normal response, vibrations of the chassis, or failure of a warm engine to start.

Suspension* – Improper suspension can cause “bottoming,” excessive bounce, swaying and weaving on curves or rough roads, or one end of the vehicle to sag. Check for broken springs or faulty shock absorbers.

Transmission* – With the transmission in a moving gear, the vehicle should move smoothly in response to depressing the accelerator. An automatic or manual transmission should slip into gear and have easy and smooth gear changes throughout the shifting range. Do not exceed the manufacturer’s recommended speed for each specific gear (rpm). Exceeding speed

recommendations could damage the transmission or reduce its service life. Any metallic or unusual sounds or shifting difficulty should be reported immediately.

Continue to check all equipment throughout the day being alert to warning signs that will indicate potential problems. Be aware that the condition of the vehicle changes during the day.

At the end of the operating period, check the passenger compartment for lost articles such as books, lunch boxes, clothing, or toys. Inspect the seats for damaged upholstery and the window for cracks or breaks. Clean the vehicle, sweeping the floor, washing the seats, windows, and exterior.

If faulty or improperly functioning equipment is discovered during an inspection, do not drive that vehicle until repairs have been completed.