



ACTIVITY BUS INSPECTION CHECKLIST

Inspection is required before and after each trip. This form remains with the on-site school bus administrator until filed at the garage during the monthly bus inspection. Annotate "bus exercise" runs in the "COMMENTS" section.

Bus Number _____ Inspection Date _____ School _____

= AM inspection OK = PM inspection OK = needs repair

PRE-TRIP INSPECTION

APPROACH AND ENTRY

- 01 Overall appearance - leaning, suspension, unusual position, indications of vandalism
- 02 Entry - check for break-in, handrail secure, step-well lens cover secure
- 03 Paperwork - CDL license, medical certificate, passenger roster, ALL required paperwork
- 04 Emergency equipment - first-aid kit & body fluid clean-up kit, fire extinguisher, triangles

SAFE START AND GAUGE OPERATION CHECK

- 05 Panel - key on, one click to the right, "ABS" on & off, dashboard "Wait to Start" off
- 06 Engine start - continue with SAFE START, engine engages, no warning lights displayed
- 07 Pre-check - oil pressure rises, no unusual engine noises, voltage reading in safe range
- 08 Fuel gauge - sufficient fuel for ANY driving assignment, routine or emergency
- 09 DEF level gauge - sufficient fluid level for ANY driving assignment, routine or emergency
- 10 Gauges - temperature gauge rising, air pressure reading or rising to 120 psi
- 11 Indicators - left turn, right turn, hazard signals, high beam, dash light on and operational

FRONT EXTERIOR VISUAL AND FUNCTIONAL INSPECTION

- 12 Traffic mirrors - clean, clear, not cracked or broken, secured & adjusted
- 13 Student warning lights (amber & red) - operational; clean, clear, not cracked or broken
- 14 Windshield/wipers - clean, clear, not cracked or broken
- 15 Crosswalk mirrors - clean, adjusted, brackets secure
- 16 Wheel/tire rims - free of dents, tread & sidewall damage, air/oil leaks, Budd spacing clear
- 17 Lug nuts - free of cracks & distortions; no signs of looseness, rust trails, shiny metal
- 18 Under engine - check for fluid leaks, hanging objects, drips
- 19 Clearance, headlights, turn signals, hazards, reflectors - secure, clean, operational
- 20 Engine compartment hood locking straps - secure
- 21 Stop arms and lights, front bumper, crossing arm - secure and operational

MID-SHIP AND UNDERCARRIAGE INSPECTION

- 22 Battery door - secure
- 23 Exhaust system - no soot leaks, excessive noise, no shifted hangers

REAR EXTERIOR VISUAL AND FUNCTIONAL INSPECTION

- 24 Wheel/tire rims - free of dents, tread & sidewall damage, air/oil leaks, Budd spacing clear
- 25 Lug nuts - free of cracks & distortions; no signs of looseness, rust trails, shiny metal
- 26 Student warning lights (amber & red) - operational
- 27 Strobe, clearance, tail, brake, reflectors, backup alarm - secure, clean, operational
- 28 Emergency door - opens, closes smoothly & securely, alarm sounds, hinges not damaged

PRE-TRIP INSPECTION (continued)

RE-ENTRY AND INTERIOR INSPECTION

- 29 Fuel tank guard - not damaged, tank not leaking, cap on tight, no leaks
- 30 Diesel exhaust fluid tank - not damaged, tank not leaking, cap on tight, no leaks
- 31 Entrance door - operational, no damage, steps secure, step-well light illuminated
- 32 Passenger seat space - seat bottom, seat back, seat belts, flooring secure, not damaged
- 33 Emergency exits (doors & windows) - alarms operational, roof exits secure
- 34 Driver seat - seat bottom, seat back, and seat belt secure, no damage, belt cutter present
- 35 Visor (if equipped) - adjusted and secure
- 36 Student mirror - secure and adjusted
- 37 Windshield wiper, washer - operational
- 38 Bus registration and bus inspection date card - present and bus in service

AIR BRAKE CHECK AND PULL-AWAY INSPECTION

- 39 Air brake check - air gauge pressure, leaks, alarm, button
- 40 Parking/emergency brake - check (brakes on - pull forward, bus does not move)
- 41 Service brake check - bus stops straight (x1 @ 5 mph)
- 42 Steering and horn - check; no more than 2 inch (10%) play in steering wheel
- 43 Bus radio - on and working (if equipped)

TEAM GEAR AND PERSONAL EQUIPMENT SECURED

- 44 Coolers - on seat and secured
- 45 Equipment and personal equipment - secure; under seat, not in aisle
- 46 Emergency exits - not blocked by coolers, equipment, students
- 47 All items for the comfort of passengers - secure

POST-TRIP INSPECTION

CONDITION AND CLEANING

- 48 Vehicle - in neutral and parking brake set
- 49 Electric/electronic equipment - all turned off (headlights, A/C, radio, strobe, etc.)
- 50 Students and personal belongings - all seats checked
- 51 Seats - checked for vandalism/damage
- 52 Windows - up, undamaged, and secured
- 53 Sweep and trash - vehicle swept out, trash can emptied
- 54 Keys - returned to on-site administrator
- 55 Door - closed
- 56 Bus walk-around final check - completed, observe unusual smells, look/listen for leaks
- 57 Wheel/tire rims - no dents, tread and sidewalls damage, missing/damaged lug nuts

COMMENTS (refer to checklist item number when making comments)

I certify all required pre-trip and post-trip inspections have been performed per Florida Board of Education Rule 6A-3.0171, Transportation Department SOP, and ESP Master Contract as indicated above and verified by my signature below. I understand if I have any questions regarding these inspection requirements, I can have them answered by the Transportation Training Office.

Printed Name

Signature