STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
BUREAU OF SCHOOL TRANSPORTATION

SCHOOL BUS PRE-TRIP INSPECTION CHECK LIST

School_________________________Bus No.____Date: From__________To__________

Code: OK __ Needs Attention X __ Correction Made __

BEFORE EACH TRIP

DATE OF INSPECTION

A. LOOK OUTSIDE THE BUS:
   1. Fuel tank cap
   2. Exhaust pipe (obstructions)
   3. Tires, Rims, and Lugs
   4. Air brakes tank
   5. Under bus (oil, gasoline, water leaks)
   6. General outside appearance

B. LOOK INSIDE THE BUS:
   1. Seats, Floor, Housekeeping
   2. Rear emergency door
   3. Fire Extinguisher, First Aid Kit, Emergency Reflectors

C. STARTING THE ENGINE:
   1. Listen for trouble signs
   2. Check gauges and dash lights
   3. Check Windshield Wipers/Washers
   4. Check Heater/Defroster/Fan
   5. Check Brakes/Emergency Brakes
   6. Check Inside Lights
   7. Check Steering
   8. Turn on Overhead Flashers/Stop Arm switch (leave on)
   9. Check Horn/Turn Indicators
      Turn on Hazard Warning Lights (leave on)
   10. Check Driver Seat/Mirrors/Seat Belt

I certify that all items listed on this form were checked before placing bus in service. All faulty or improperly functioning equipment that may affect the safety of the vehicle's operation or result in its mechanical breakdown was reported, in writing, to proper authorities before allowing pupils to board bus.

Name of Driver (Print) _____________________________ Driver's Signature _____________________________ Date ____________

RP Form #12 C-5

(Continue Inspection on Reverse)
BEFORE EACH TRIP (Cont'd)

DATE OF INSPECTION

D. OUTSIDE -- ENGINE RUNNING:
1. Check and Clean:
   a. Turn signals/Hazard warning lights
   b. Stoplights/Taillights
   c. Headlights/Parking lights
   d. Overhead Flashers/Stop Arms
   e. Windshield, Windows, Mirrors
   f. Side marker lights

E. FINAL CHECKS:
1. Fasten Seat belt
2. Check Brakes (Stop and Hold)
3. Check Clutch
4. Check Steering

WEEKLY
A. ENGINE COMPARTMENT:
1. Battery, Belts, Wiring
2. Oil Levels
3. Radiator

B. INSIDE BUS:
1. Wash floor, steps, seats, windows, walls and interior lights
2. Check contents and condition of First Aid Kit, Fire Extinguisher and Emergency Reflectors

C. OUTSIDE BUS:
1. Check body for dents and scratches
2. Clean all exterior lights, mirrors, windows and license plates
3. Thoroughly wash exterior of bus

RECORD OF MAJOR REPAIRS AND PERIODIC SERVICES

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