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Vehicle Pre Trip Inspection Report  
Revised 7/11/06

## DAILY ROUTE SHEET

BUS # \_\_\_\_\_ FOR WEEK ENDING \_\_\_\_\_ DRIVER SIGNATURE \_\_\_\_\_

**Directions:**

Place a  in box if item is okay

Place a "X" in box for deficient item

**Under Hood**

- 1) Coolant Level
- 2) Crankcase Oil Level
- 3) Belts & Hoses (tight/no leaks)
- 4) Check For Fluid Leaks

**Inside**

- 5) Driver's Seat & Seat Belt
- 6) Passenger Seats
- 7) Instrument Panel Gauges
- 8) Indicators - High/Low Beam
- 9) Indicators - Turn Signals
- 10) Horn
- 11) Service Brakes
- 12) Parking Brakes
- 13) Low Air Pressure Warnings
- 14) Windshield Wipers & Washers
- 15) Heaters & Defrosters
- 16) Dome, Stepwell & Dash Lights
- 17) Fire Extinguisher/Pressure
- 18) Triangles & First Aid Kit
- 19) Body Fluids Cleanup Kit
- 20) Seat Belt Webbing Cutter
- 21) Two Way Communication Sys
- 22) Emergency Exits & Alarms
- 23) Service Door
- 24) Overhead Mirror

**Outside**

- 25) Mirrors - Crossover & Side
- 26) Crossing Gate
- 27) Front Tires & Wheels (left & right)
- 28) Front Turn Signals (left & right)
- 29) Headlights (high & low beams)
- 30) Amber Warning Lights (front & rear)
- 31) Red Warning Lights (front & rear)
- 32) Stop Arm & Lights
- 33) Strobe Light
- 34) Clearance Lights (front & rear)
- 35) ID Lights (left & right)
- 36) Rear Tires & Wheels (left & right)
- 37) Rear Turn Signals (left & right)
- 38) Tail & Brake Lights (left & right)
- 39) Reverse Lights (left & right)
- 40) Windshield & Windows
- 41) Exhaust System
- 42) Mud Flaps

**Other**

- 43) Engine Operating Property
- 44) Miscellaneous

**Post-Trip**

- 45) Post-Trip /No Child Left Behind

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
1) Coolant Level										
2) Crankcase Oil Level										
3) Belts & Hoses (tight/no leaks)										
4) Check For Fluid Leaks										
5) Driver's Seat & Seat Belt										
6) Passenger Seats										
7) Instrument Panel Gauges										
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40) Windshield & Windows										
41) Exhaust System										
42) Mud Flaps										
43) Engine Operating Property										
44) Miscellaneous										
45) Post-Trip /No Child Left Behind										

Weekly	ODOMETER READINGS	Daily			
	RETURN				
	DEPARTURE				
	TOTAL MILES				
	LESS ACTIVITY MILES				
	LESS SPECIAL NEEDS MILES				
	TOTAL ROUTE MILES				
	FUEL (gallons)				

**COMMENTS:**

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