

### Oklahoma State Department of Education Pre-Trip and Post Trip School Bus Inspection Report

This report is required each time students are transported in a school bus for any reason. Keep on file for ninety (90) days. OAC 210:30-5-1

Date \_\_\_\_\_ Time \_\_\_\_\_ Bus Number \_\_\_\_\_ Mileage \_\_\_\_\_

Driver/Designee Performing this Bus Inspection (Print) \_\_\_\_\_

These 14-steps are taken from the State Department of Education Oklahoma School Bus Driver Manual. If any bus defect is found: **"Initial" in each box below to indicate the step has been completed.** To the right indicate with an "X" if a repair is needed.

#### PRE-TRIP

- |                          |  |               |       |
|--------------------------|--|---------------|-------|
| <input type="checkbox"/> | 1. Raise the bus hood and check all fluid levels, each belt, and each hose.  | REPAIR NEEDED | _____ |
| <input type="checkbox"/> | 2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage.   | REPAIR NEEDED | _____ |
| <input type="checkbox"/> | 3. Check the exhaust system for leaks, fumes or defects. The exhaust pipe should be flush with the back bumper, or if it is located behind the rear wheel, flush with the side of the bus.                     | REPAIR NEEDED | _____ |
| <input type="checkbox"/> | 4. Inside Bus: emergency reflectors, fire extinguisher, first-aid kit, bodily fluids clean-up kit (not expired).   | REPAIR NEEDED | _____ |
| <input type="checkbox"/> | 5. Check that each bus seat and cushion is secure and has no tears of protruding metal.  | REPAIR NEEDED | _____ |
| <input type="checkbox"/> | 6. Check that the bus's Emergency Exits open easily and the warning buzzers are operable.  | REPAIR NEEDED | _____ |
| <input type="checkbox"/> | 7. Turn on all bus lights. Use an assistant as needed to verify all are operable: (a) loading lights (b) directional signals (c) head-lights (d) tail-lights (e) clearance lights (f) reverse lights.          | REPAIR NEEDED | _____ |
| <input type="checkbox"/> | 8. From the driver seat, check that these items are operable: (a) windshield wipers (b) washer fluid (c) horn (d) parking brake (e) foot brake/air brakes (f) defroster (h) steering/steering wheel (i) gauges | REPAIR NEEDED | _____ |
| <input type="checkbox"/> | 9. Check each mirror for damage and assure each is properly adjusted. Check the driver's seat belt.  | REPAIR NEEDED | _____ |
| <input type="checkbox"/> | SPECIAL EQUIPMENT (when applicable): Check the operation of the bus's wheelchair lift, adaptive equipment and straps. Verify that a "strap/belt cutter" is located within reach of the bus driver.             | REPAIR NEEDED | _____ |

#### POST TRIP

- |                          |   |               |       |
|--------------------------|---|---------------|-------|
| <input type="checkbox"/> | 10. Inside: <b>The driver must walk the bus isle front-to-back and look in each seat for a child left onboard</b> (possibly asleep).                                |               |       |
| <input type="checkbox"/> | 11. Inside : Check each seat cushion for tears, cuts, or protruding metal.  | REPAIR NEEDED | _____ |
| <input type="checkbox"/> | 13. Outside: Examine each tire for proper inflation and for defects/damage to wheels.   | REPAIR NEEDED | _____ |
| <input type="checkbox"/> | 14. Secure the bus according to district policy making certain to <b>remove the keys from the bus ignition.</b> (Never leave the keys in an unattended school bus.) |               |       |

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