

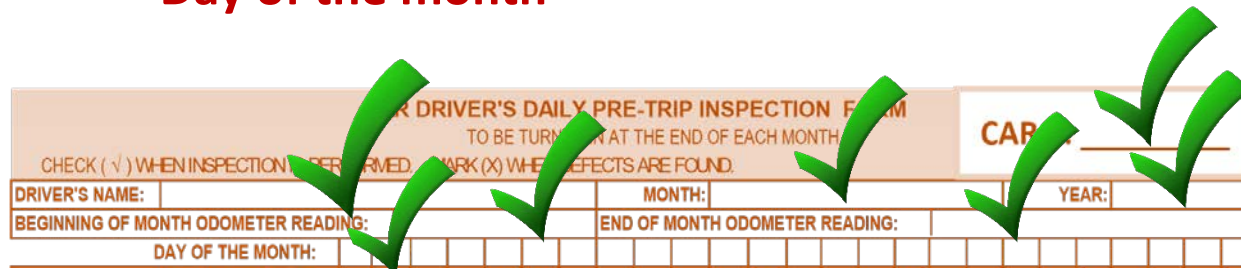
VAN PRE-TRIP PRESENTATION



Pre-trip Form

Section One:

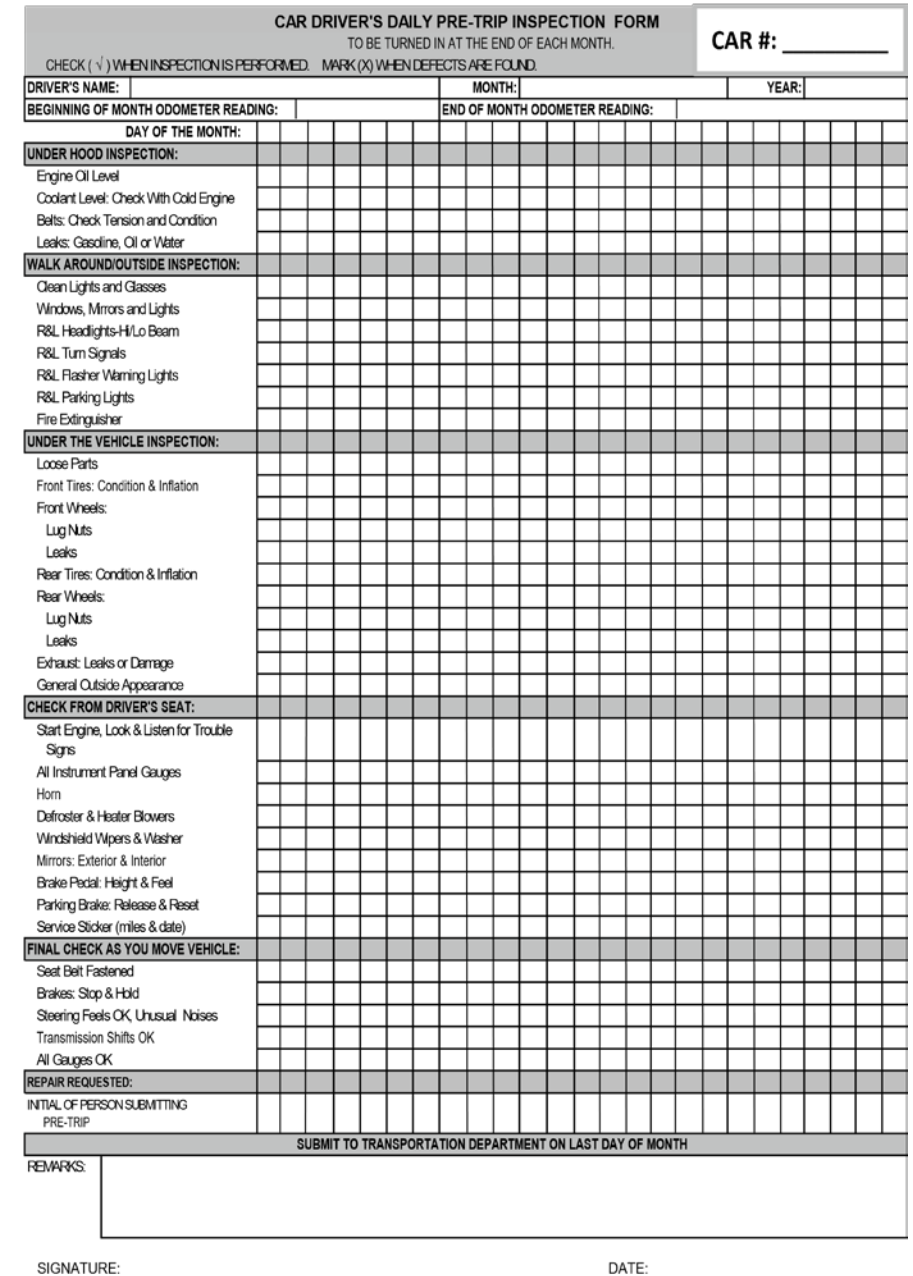
- Car/van #
- Name
- Month
- Year
- Beginning odometer reading
- Ending odometer reading
- Day of the month



Section One of the pre-trip form is highlighted with a light orange background. It includes fields for Driver's Name, Month, Year, Beginning of Month Odometer Reading, and Day of the Month. Green checkmarks are placed over the 'Driver's Name', 'Month', 'Year', and 'Beginning of Month Odometer Reading' fields, indicating they have been completed.

Why do we need a pre-trip form with the vehicle at all times?

They act as a sort of due diligence, serving as evidence of a consistent commitment to safety. They show that you **have** properly and timely inspected **your vehicles** and made repairs. They show a commitment to compliance with **the law**.



The full pre-trip form is shown, featuring a grid for recording inspection results. The form is divided into several sections, each with a list of items to inspect and a corresponding grid of boxes for recording the status (checked or not checked).

CAR DRIVER'S DAILY PRE-TRIP INSPECTION FORM		TO BE TURNED IN AT THE END OF EACH MONTH.		CAR #:	
CHECK (✓) WHEN INSPECTION IS PERFORMED. MARK (X) WHEN DEFECTS ARE FOUND.					
DRIVER'S NAME:		MONTH:		YEAR:	
BEGINNING OF MONTH ODOMETER READING:		END OF MONTH ODOMETER READING:			
DAY OF THE MONTH:					
UNDER HOOD INSPECTION:					
Engine Oil Level					
Coolant Level: Check With Cold Engine					
Belts: Check Tension and Condition					
Leaks: Gasoline, Oil or Water					
WALK AROUND/OUTSIDE INSPECTION:					
Clean Lights and Glasses					
Windows, Mirrors and Lights					
R&L Headlights-Hi/Lo Beam					
R&L Turn Signals					
R&L Flasher Warning Lights					
R&L Parking Lights					
Fire Extinguisher					
UNDER THE VEHICLE INSPECTION:					
Loose Parts					
Front Tires: Condition & Inflation					
Front Wheels:					
Lug Nuts					
Leaks					
Rear Tires: Condition & Inflation					
Rear Wheels:					
Lug Nuts					
Leaks					
Exhaust: Leaks or Damage					
General Outside Appearance					
CHECK FROM DRIVER'S SEAT:					
Start Engine, Look & Listen for Trouble Signs					
All Instrument Panel Gauges					
Horn					
Defroster & Heater Blowers					
Windshield Wipers & Washer					
Mirrors: Exterior & Interior					
Brake Pedal: Height & Feel					
Parking Brake: Release & Reset					
Service Sticker (miles & date)					
FINAL CHECK AS YOU MOVE VEHICLE:					
Seat Belt Fastened					
Brakes: Stop & Hold					
Steering Feels OK, Unusual Noises					
Transmission Shifts OK					
All Gauges OK					
REPAIR REQUESTED:					
INITIAL OF PERSON SUBMITTING PRE-TRIP					
SUBMIT TO TRANSPORTATION DEPARTMENT ON LAST DAY OF MONTH					
REMARKS:					
SIGNATURE: _____ DATE: _____					

8VAC20-70-380. Pre-Trip Safety Inspection.

Prior to the initial transporting of children each day, the drivers of school and activity buses shall perform a daily pre-trip safety inspection of the vehicle. The items checked and recorded shall be at least equal to the pre-trip inspection procedure in the Preventive Maintenance Manual for Virginia School Buses (September 2012) issued by the Department of Education.

Under the Hood Inspection

Check:

- **Coolant Level**
 - Check with cold engine

UNDER HOOD INSPECTION:

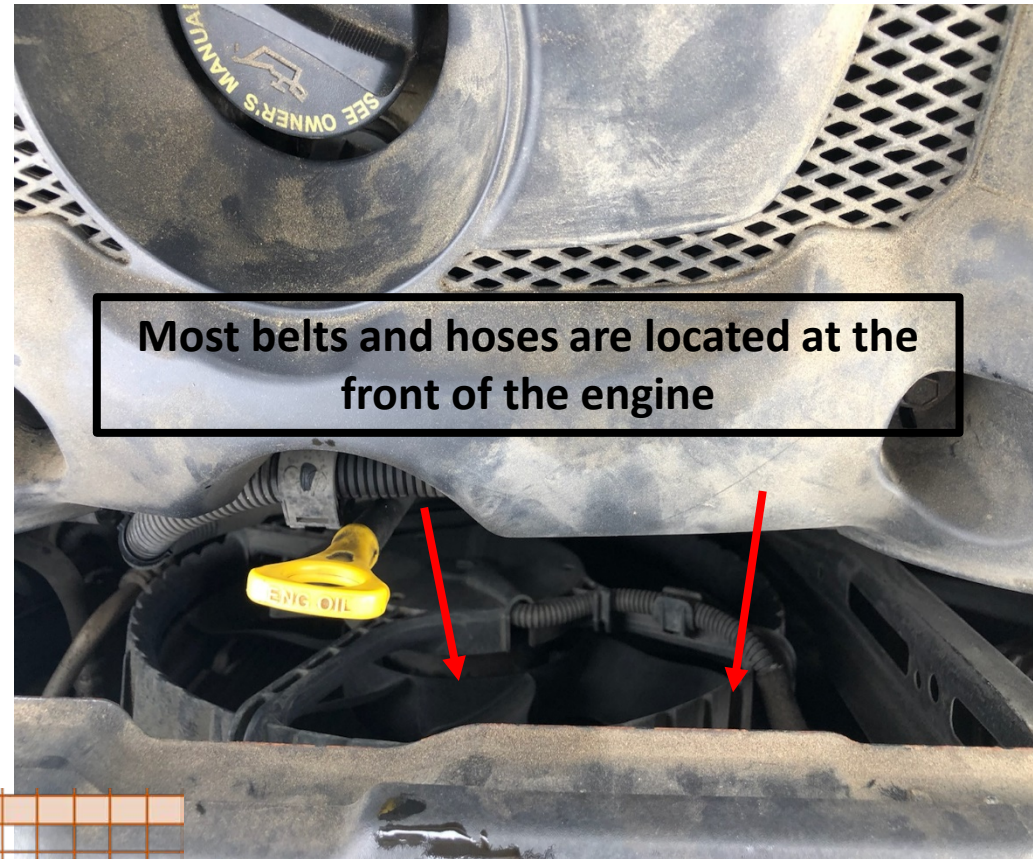
Engine Oil Level
Coolant Level: Check With Cold Engine
Belts: Check Tension and Condition
Leaks: Gasoline, Oil or Water



Under the Hood Inspection

Check:

- Belts for tension and condition



UNDER HOOD INSPECTION:

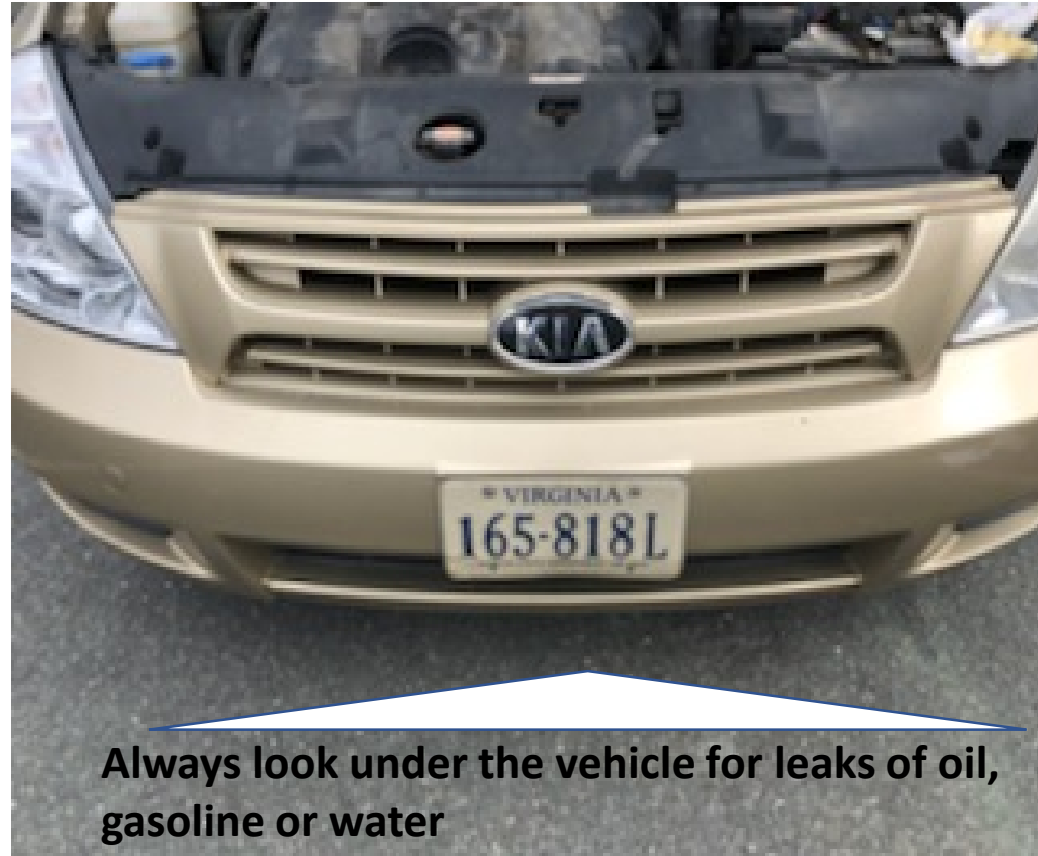
Engine Oil Level
Coolant Level: Check With Cold Engine
Belts: Check Tension and Condition
Leaks: Gasoline, Oil or Water



Under the Hood Inspection

Check:

- Leaks –
 - Gasoline, oil or water



UNDER HOOD INSPECTION:	
Engine Oil Level	<input checked="" type="checkbox"/>
Coolant Level: Check With Cold Engine	<input type="checkbox"/>
Belts: Check Tension and Condition	<input type="checkbox"/>
Leaks: Gasoline, Oil or Water	<input type="checkbox"/>

Walk Around/Outside Inspection

Windows

- **Mirrors**
 - **No cracks**
- **Light Lens**
 - **No cracks**



WALK AROUND/OUTSIDE INSPECTION:

- Clean Lights and Glasses
- Windows, Mirrors and Lights
- R&L Headlights-Hi/Lo Beam
- R&L Turn Signals
- R&L Flasher Warning Lights
- R&L Parking Lights
- Fire Extinguisher




Walk Around/Outside Inspection

Right & Left:

- **Headlights – HI/LO Beams**
- **Turn Signals**
- **Flasher/warning lights**
- **Parking Lights**



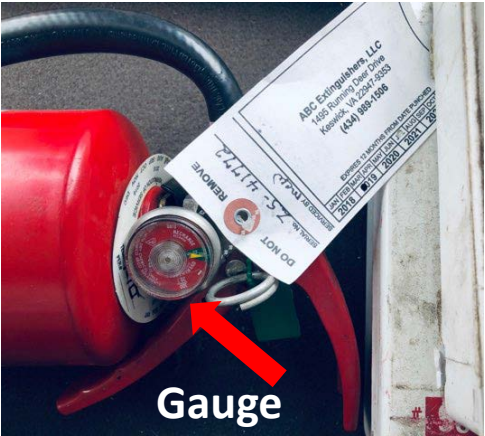
WALK AROUND/OUTSIDE INSPECTION:																					
Clean Lights and Glasses																					
Windows, Mirrors and Lights																					
R&L Headlights-Hi/Lo Beam																					
R&L Turn Signals																					
R&L Flasher Warning Lights																					
R&L Parking Lights																					
Fire Extinguisher																					

Walk Around/Outside Inspection

**Fire Extinguisher
&
Gauge
(should be in the green)**

Anytime the fire extinguisher reads 'recharge', it must be taken to the Service Window for exchange.
Same for 'overcharge', must be taken to the Service Window for exchange. Fire extinguisher could be very explosive at the overcharged state.

WALK AROUND/OUTSIDE INSPECTION:									
Clean Lights and Glasses									
Windows, Mirrors and Lights									
R&L Headlights-Hi/Lo Beam									
R&L Turn Signals									
R&L Flasher Warning Lights									
R&L Parking Lights									
Fire Extinguisher									



Under the Vehicle Inspection

- **Loose Parts**
- **Front Tires:**
 - **Condition & Inflation**
- **Front Wheels**
 - **Lug Nuts**
 - **Leaks**
- **Rear Tires**
 - **Condition & Inflation**
- **Rear Wheels**
 - **Lug Nuts**
 - **Leaks**
- **Exhaust Leaks/Damage**
- **General Outside Appearance**

Front & Rear Tires



Lug Nuts & Leaks



UNDER THE VEHICLE INSPECTION:

- Loose Parts
- Front Tires: Condition & Inflation
- Front Wheels:
 - Lug Nuts
 - Leaks
- Rear Tires: Condition & Inflation
- Rear Wheels:
 - Lug Nuts
 - Leaks
- Exhaust: Leaks or Damage
- General Outside Appearance

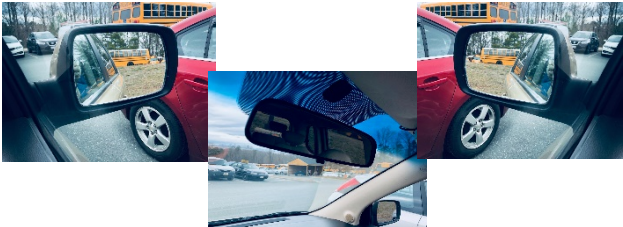


Check from the Driver's Seat

Check:

- **Start engine, look & listen for trouble signs**
- **All instrument panel gauges**
- **Horn**
- **Defroster & heater & blowers**
- **Windshield wipers & washer**
- **Mirrors: exterior & interior**
- **Brake Pedal: height & feel**
- **Parking Brake: release & reset**
- **Service Sticker: miles & date**

Mirrors: exterior & interior



Brake pedal



All instrument panel gauges



Defroster & heater blowers



Horn



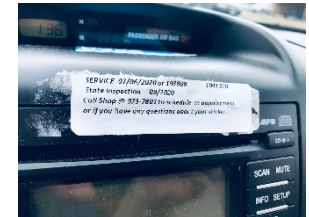
Windshield wipers & washers



Parking brake



Services sticker



CHECK FROM DRIVER'S SEAT:

Start Engine, Look & Listen for Trouble Signs

All Instrument Panel Gauges

Horn

Defroster & Heater Blowers

Windshield Wipers & Washer

Mirrors: Exterior & Interior

Brake Pedal: Height & Feel

Parking Brake: Release & Reset

Service Sticker (miles & date)

[illegible]

Final Check as you move the vehicle

Check:

- **Seat belt fastened**
- **Brakes: stop & hold**
- **Steering feels OK, no unusual noises**
- **Transmission shifts OK**
- **All gauges OK**

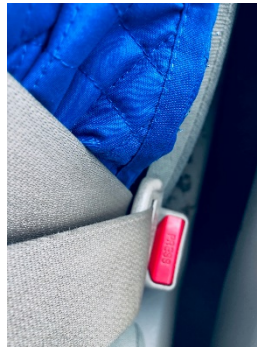
Brakes: Stop & Hold



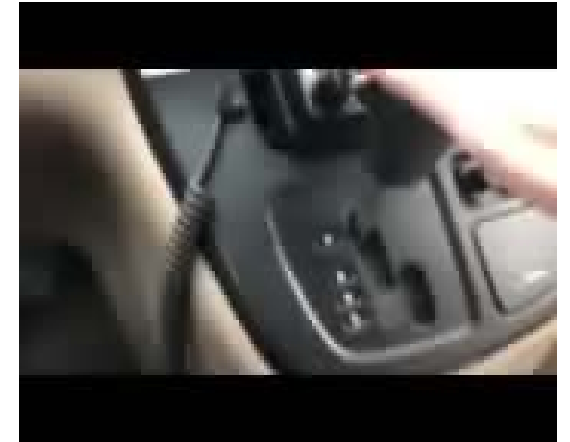
Steering feels OK, no unusual noises



Seat Belt Fastened



Transmission shifts OK



**All gauges
OK**



FINAL CHECK AS YOU MOVE VEHICLE:

- Seat Belt Fastened
- Brakes: Stop & Hold
- Steering Feels OK, Unusual Noises
- Transmission Shifts OK
- All Gauges OK



Final Check as you move the vehicle

Hydraulic Brake Check

- Pump the brake pedal three times, then hold it down for five seconds. The brake pedal should not move (depress) during the five seconds.

Hydraulic Brake pedal



This section is not included on the Car Driver's Daily Pre-Trip Inspection Form. Please make note on the form that your hydraulic brakes system is working correctly.

Before turning in pre-trip form, make sure all boxes are completed.

- | | |
|--|-----------|
| • Initial of person submitting Pre-Trip Form | • Remarks |
| • Signature | • Date |

[illegible]

Submit to Transportation Department on the last day of month

Repair Requested - Service request slip must be filled out.

Click the link below to complete the Van Pre-Trip Quiz and then click submit.

VAN PRE-TRIP QUIZ

CAR DRIVER'S DAILY PRE-TRIP INSPECTION FORM		CAR #:	
CHECK (✓) WHEN INSPECTION IS PERFORMED		MARK (X) WHEN DEFECTS ARE FOUND	
DRIVER'S NAME:	MONTH:	YEAR:	
BEGINNING OF MONTH ODOMETER READING:	END OF MONTH ODOMETER READING:		
DAY OF THE MONTH:			
UNDER HOOD INSPECTION:			
Engine Oil Level			
Coolant Level: Check With Cold Engine			
Belts: Check Tension and Condition			
Leaks: Gasoline, Oil or Water			
WALK AROUND/OUTSIDE INSPECTION:			
Clean Lights and Glasses			
Windows, Mirrors and Lights			
RSL Headlights-Hi/Lo Beam			
RSL Turn Signals			
RSL Flasher Warning Lights			
RSL Parking Lights			
Fire Extinguisher			
UNDER THE VEHICLE INSPECTION:			
Loose Parts			
Front Tires: Condition & Inflation			
Front Wheels:			
Lug Nuts			
Leaks			
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Service Stickler (mile & date)			
FINAL CHECK AS YOU MOVE VEHICLE:			
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INITIAL OF PERSON SUBMITTING PRE-TRIP			
SUBMIT TO TRANSPORTATION DEPARTMENT ON LAST DAY OF MONTH			
REMARKS:			