

PRE TRIP FOR VANS

Drivers must complete and document a pretrip inspection prior to transporting students in the vehicle.

Vehicle ID _____

Date _____

Odometer _____

Driver Name _____

Overview:

- Check if vehicle leaning to one side
- Check under vehicle for fluid leaks
- Check for hazards around vehicle
- Student Transportation sign on roof
- District name on door
- Check all safety equipment
 - Fire Extinguisher
 - First Aid kit
 - 6 Fuses
 - 3 Reflective triangles
 - Spare electrical fuses
 - Blood Borne Pathogen Kit

Under hood:

- Coolant level full
- Engine oil between add and full
- No moisture or fluid leaks
- Belts
 - not cracked
 - not frayed
 - no more than ½ inch play

- Hoses
 - no leaks
 - no bulges
- Wiring
 - not loose
 - not frayed
- Battery cables
 - clean
 - secure
- Brake fluid
 - full
 - no leaks
- Power steering
 - full
 - no leaks

From drivers seat:

- Start engine
- Check all gauges and/or indicator lights
- Check horn
- Check 2-way radio
- Pump brake pedal 3 times and hold down
 - pedal should not fade
- Set parking brake and put vehicle in gear
 - vehicle should not move
- Check all mirrors for adjustment
- Windows
 - clean
 - no cracks
- Check Wipers / Washer
- Steering wheel
 - no more than 10 degrees or 2 inches play
- Turn on high beam head lights and left turn signal

Outside vehicle:

- Start at back left side
- Check rear tires
 - 2/32 inch of tread
 - proper pressure
 - no cuts or bulges
- Check rear door
- Tail lights and left turn signal
- Fuel filler cap on securely
- Check for body damage
- Listen for exhaust leaks
- Check front tires
 - 4/32 inch of tread
 - proper pressure
 - no cuts or bulges

Right side:

- Check left turn signal and low beams
- Check front tire
 - 4/32 inch of tread
 - proper pressure
 - no cuts or bulges
- Side doors and windows for proper operation
- Check passenger seats and belts
- Check rear tires
 - 2/32 inch of tread
 - proper pressure
 - no cuts or bulges

Second walk around:

- Turn on high beams, right turn signal, and block down brake pedal
- Check lights both front and rear

Note:

Report any and all defects in writing to the proper person and keep 1 copy for yourself