

**LISBON EXEMPTED VILLAGE SCHOOL DISTRICT**  
**Van Use and Pre-Trip Inspection Log**

Please be aware that by signing this request for use of the school van you have accepted responsibility for any damage done to the interior of the van by students, athletes, or other passengers. The van will be inspected by the Transportation Supervisor upon its return. *Please leave this form in the van upon its return.*

**Request for Use of the School Van**

Date Requested \_\_\_\_\_  
 Date of Use \_\_\_\_\_  
 Requested by \_\_\_\_\_  
 Driven by \_\_\_\_\_  
 Destination \_\_\_\_\_  
 Depart Time \_\_\_\_\_ Return Time \_\_\_\_\_  
 Reason Needed \_\_\_\_\_

\_\_\_\_\_  
 Signature of Requester Date

\_\_\_\_\_  
 Superintendent Date

\*\*\*\*\*

Date Returned \_\_\_\_\_

I have inspected the van after the use listed above and find the following:

No damage \_\_\_\_\_  
 Damage As Listed \_\_\_\_\_  
 \_\_\_\_\_

330-424-7714 - Board Office  
 330-424-7992 - Bus Garage  
 330-883-6259 - Supervisor

\_\_\_\_\_  
 Transportation Supervisor

**NO MORE THAN 7 STUDENTS PLUS THE DRIVER.**

( ) Person Using Van    ( ) Superintendent    ( ) Transportation Supervisor

**Pre-Trip Inspection Log**

| Date of Use                 |  |
|-----------------------------|--|
| Oil Level                   |  |
| Water Level                 |  |
| Power Steering Level        |  |
| Transmission Fluid Level    |  |
| Hose and Belt Condition     |  |
| Safety Equipment            |  |
| Emergency Door              |  |
| Heaters                     |  |
| Wipers                      |  |
| Defrosters                  |  |
| Horn                        |  |
| Headlights                  |  |
| Warning Signals             |  |
| Brake & Tail Lights         |  |
| Hazard Lights               |  |
| Tires and Wheels            |  |
| Windows and Mirrors         |  |
| Fluid Leaks                 |  |
| Damage or Vandalism         |  |
| Brakes                      |  |
| Steering                    |  |
| Cleanliness Inside          |  |
| Cleanliness Outside         |  |
| Seat Condition              |  |
| Drain Air Tank              |  |
| Wash Van                    |  |
| Emergency Evacuation Drills |  |