

Pre-Trip Checklist

School or school group sponsoring the trip: _____

Trip departure date: _____ Pick-up location: _____

Trip return date: _____ Drop-off location: _____

Contracted motor coach company: _____

Number of buses contracted: _____

Emergency contact person (please type or print): _____

All-hours phone number: _____ - _____ - _____

PRIOR TO THE DAY OF THE TRIP

- Review the terms of the letter of agreement.

VEHICLE ARRIVAL - OPERATIONAL

- Check to make sure that the company whose vehicle(s) arrive is the company that was contracted for this trip. If the vehicle(s) are not from that company, ensure that the vehicle(s) are from valid subcontractors of that company and are on the district's list of pre-approved carriers.
- Make sure that the proper number of buses and drivers are present, as stipulated in the contract for the trip.

VEHICLE SAFETY CHECK

- windows/windshield not severely cracked
- windshield wipers work
- heating/air conditioning and windshield defogging systems work
- interior lights work
- headlights (high beam/low beam) work
- tail lights/brake lights work
- horn works
- tires (no slick tires and all tires appear to be properly inflated)
- no unusual oil/grease leaks (at wheel seals or under the bus)
- fire extinguisher (available and charged)
- no air leaks (walk around vehicle and listen for air leaks while driver applies the brakes)
- copy of the annual safety inspection (either sticker or form) available

DRIVER/VEHICLE INFORMATION

- valid commercial drivers license with a P (passenger) endorsement
- valid medical certificate (pocket card)
- driver's record of duty status (log book)
- copies of the previous seven days' record of duty status for each driver
- vehicle registration card to ensure that vehicle is authorized to operate in the states of the trip; make sure that
the license plate and vehicle identification number matches the number on the registration card
- vehicle's USDOT annual inspection document, either a sticker or on paper (Note: these documents indicate the date of inspection, not the date of expiration, and are usually valid for only one year.)

GOING ON THE TRIP

- Take a copy of the letter of agreement on the trip. The emergency contact's name and phone number should be in that form.

Pre-Trip Checklist performed by:

(signature)

Name: _____

Position: _____

School/Office: _____

Date: _____