

PM

# Official Horry County School Daily Bus Inspection

For ALL STATE, COUNTY & ACTIVITY BUSES

REPAIR/MAINTENANCE REPORT

School: \_\_\_\_\_

Date: \_\_\_\_\_

Bus #: \_\_\_\_\_

Route: \_\_\_\_\_

Time: \_\_\_\_\_

Activity #: \_\_\_\_\_

Pre-trip odometer Reading: \_\_\_\_\_

PRE-TRIP		ITEM	
Operational	Need Repairs	#	
		1	Check for any fluid leaks (fuel, oil, antifreeze, etc.)
		2	Check bus for unauthorized people, belongings or animals.
		3	Check step well entrance, handrail and seat covers.
		4	Check emergency equipment (First aid box, portable fire extinguisher and body fluid clean-up kit).
		5	Check lights (exterior lights, headlights, signal/hazard lights, tail lights and brake lights).
		6	Check stop arm control & lights, crossing gate & child safety alarm (lights on, service door closed- amber light should be on, lights on service door open-red lights should be on).
		7	Check all emergency exits -alarms operational. Make sure doors open & close.
		8	Make sure service door is operational.
		9	Check steering wheel slack/play (no more than 1/2 turn free play).
		10	Check heater/defroster/horn/windshield wipers.
		11	Check all mirrors in place (none broken, missing, all brackets are secured).
		12	Check all step well notices (in place and legible).
		13	Check windshield, driver's window and service door for any obstructions.
		14	Check service brakes.
		15	Check emergency brakes.
		16	If transit bus - Check all four air valves. Closed on pre-trip (horizontal position) / open on post trip (vertical position).
		17	Check all instrument gauges - verify air pressure.
		18	Visually check all tires - make sure tires do not have bulges or appear to be flat or losing pressure.
		19	Check the lug nuts for rust and that none are missing or loose.
		20	Check the hub seal. Make sure there is nothing leaking.
		21	Check all battery/access doors (doors closed and latched).
		22	If bus has strobe light -- make sure it works correctly.
		23	Check driver's seatbelt.
		24	Check wheelchair securement system.
		25	Check wheelchair light and door system -operational.
			<b>Supervisor or shop personnel must give approval before operating vehicle if defect is found.</b>
			Use item numbers and explain any defects below so mechanic will know what to look for.
Comments:			

Driver's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please turn in completed bus inspections sheets to Bus Supervisor. All inspection sheets must be kept with the Bus Supervisor for audit purposes.**

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School: \_\_\_\_\_

Date: \_\_\_\_\_

Bus #: \_\_\_\_\_

Route: \_\_\_\_\_

Time: \_\_\_\_\_

Activity #: \_\_\_\_\_

Post-trip odometer Reading: \_\_\_\_\_

POST-TRIP		ITEM	
Operational	Need Repairs	#	
		1	Check for any fluid leaks (fuel, oil, antifreeze, etc.)
		2	Check bus for unauthorized people, belongings or animals.
		3	Check step well entrance, handrail and seat covers.
		4	Check emergency equipment (First aid box, portable fire extinguisher and body fluid clean-up kit).
		5	Check lights (exterior lights, headlights, signal/hazard lights, tail lights and brake lights).
		6	Check stop arm control & lights, crossing gate & child safety alarm (lights on, service door closed- amber light should be on, lights on service door open-red lights should be on).
		7	Check all emergency exits -alarms operational. Make sure doors open & close.
		8	Make sure service door is operational.
		9	Check steering wheel slack/play (no more than 1/2 turn free play).
		10	Check heater/defroster/horn/windshield wipers.
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		12	Check all step well notices (in place and legible).
		13	Check windshield, driver's window and service door for any obstructions.
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		18	Visually check all tires - make sure tires do not have bulges or appear to be flat or losing pressure.
		19	Check the lug nuts for rust and that none are missing or loose.
		20	Check the hub seal. Make sure there is nothing leaking.
		21	Check all battery/access doors (doors closed and latched).
		22	If bus has strobe light -- make sure it works correctly.
		23	Check driver's seatbelt.
		24	Check wheelchair securement system.
		25	Check wheelchair light and door system -operational.
			<b>Supervisor or shop personnel must give approval before operating vehicle if defect is found.</b>
			Use item numbers and explain any defects below so mechanic will know what to look for.
Comments:			

Driver's Signature: \_\_\_\_\_ Date \_\_\_\_\_

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