

**GREAT NECK PUBLIC SCHOOLS**  
**TEACHER-IN-CHARGE'S PRE-TRIP REPORT**

Prior to the students boarding the school bus I, as the Teacher-In-Charge:

1. Inspected the interior of the bus for backpacks, packages, etc. left on the bus and reported them to the bus driver and a school administrator.
2. Had the bus driver, complete the reverse side of this document and sign.
3. Ascertained that the driver knows the destination and the route of the trip.
4. Gave this report along with a passenger list with phone numbers to the principal who faxed both items to the Transportation Office.

\_\_\_\_\_

Date

\_\_\_\_\_

Teacher-In-Charge's Signature

(The signing of this report in no way makes the signer liable for any legal action resulting from the trip.)

I faxed this report and the passenger list with phone numbers to the Transportation Office on \_\_\_\_\_.

\_\_\_\_\_

Principal's Signature

## GREAT NECK PUBLIC SCHOOLS

### Bus Driver's Pre-Trip Report

Satisfactory	Unsatisfactory	Comments
Tires F/R		
Exhaust system		
Gauges		
Engine Operation		
Seats and Seat Belts		
Mirrors		
Heater		
Windshield Wipers		
Washer Fluid		
Horn		
2-way Radio Operation		
Brakes		
Emergency Brake		
First Aid Kit		
Headlights		
Stop lights		
Directional Signals		
Red & Amber Flashers		
Tail Lights		
Fire Extinguisher		
Bathroom(s)		
Cleanliness		

Bus # \_\_\_\_\_ License # \_\_\_\_\_ Company Name \_\_\_\_\_

Date \_\_\_\_\_ Destination of Trip \_\_\_\_\_

Driver's Name (Please Print) \_\_\_\_\_

Drivers Signature \_\_\_\_\_

**Complete and give this report to the Teacher-In-Charge prior to departing.**

*Great Neck Public Schools*

*Adopted: 6/7/04*

*Amended: 11/19/12*