

ACTIVITY BUS CHECKLIST

Bus # _____ Odometer Reading Out _____
 Location of Trip _____ Odometer Reading In _____
 Driver of Trip _____ Sponsor of Trip _____

	Pre Trip	Post Trip	Please list any problems or concerns with this bus during the trip
Outside of the Bus			
1. Fuel tanks/Filter Cap	_____	_____	_____
2. Exhaust Pipe	_____	_____	_____
3. Tires/Rims/Lugs	_____	_____	_____
5. Under Bus Leaks (Oil, Fuel, Coolant, Water, Power Steering Fluid, etc.)	_____	_____	_____
6. Battery	_____	_____	_____
7. General Outside Appearance	_____	_____	_____
Check Under the Hood			
1. Belts/Hoses/Wiring	_____	_____	_____
2. Fluid Levels	_____	_____	_____
3. Fuel Leaks	_____	_____	_____
Check Inside the Bus			
1. Fire Extinguisher/First Aid Kit/Emergency/Stop the Bleed Kit	_____	_____	_____
2. Seats/Floors/General Appearance	_____	_____	_____
3. Bus Cleanliness Appearance (trash, spills, window smudges, etc.)	_____	_____	_____
4. Emergency Exits(s)	_____	_____	_____
Start the Engine and Continue inside check			
1. Dash Gauges/Light/Warning Buzzers	_____	_____	_____
2. Horns/Steering Wheel	_____	_____	_____
3. Windshield Wipers/Washer	_____	_____	_____
4. Heater/Defroster/AC/Fan	_____	_____	_____
5. Dome Lights/Step-well lights	_____	_____	_____
6. Driver's Seat/Seat Belt/Mirrors	_____	_____	_____
7. Service Brake/Parking Brake/Emergency Break	_____	_____	_____
8. Overhead Flashing lights/Stop Arms	_____	_____	_____
9. Turn Indicators/Hazard Lights	_____	_____	_____
Check Outside the Bus with Engine Running			
1. Stoplights/Taillights/Back-up Signal	_____	_____	_____
2. Headlights/Parking Lights/Side Marker Lights	_____	_____	_____
3. Overhead Flashers/Stop Arms	_____	_____	_____
4. Turn Indicators/Hazard Lights/Strobe Lights	_____	_____	_____
5. Windshield/Windows/Mirrors	_____	_____	_____

Driver Out _____ Please sign _____ Bus Coordinator _____

Driver In _____ Please Sign _____ Date _____