

# 2024-2025 PRE-TRIP CHECKLIST

**Provided by:**  
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**2024-2025 Motor Coach/ Charter Bus  
Pre-Trip Checklist**

**Date of Trip:** \_\_\_\_\_ **School Name:** \_\_\_\_\_

**No. of Students:** \_\_\_\_\_ **No. of Staff:** \_\_\_\_\_

**No. of Chaperones on Bus:** \_\_\_\_\_ **No. of Chaperones POV:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

**Destination:** \_\_\_\_\_  
(Name of Destination) (City) (State)

**Bus Company Name:** \_\_\_\_\_

**Company Contact Information:** \_\_\_\_\_  
(Name of Contact) (Phone No.)

**Number of Units:** \_\_\_\_\_

**Bus Number(s):** \_\_\_\_\_

**Checklist Completion:**

- Bus Company Arrival (correct company)**
- Day Prior Items Completed (listed on pg. 2)**
- Operational Items (listed on pg. 2)**
- Vehicle Specific Items (listed on pg. 2 & 3)**
- Driver Information Items (listed on pg. 3)**

**Verification of Pre-Trip Checklist and Information Provided**

**Driver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Rep. Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 2024-2025 Motor Coach/ Charter Bus Pre-Trip Checklist *NOTES*

### **OPERATIONAL:**

- Prior to the day of the trip, review the terms of the contract. Take a copy of the Contract on the trip.  
**Note: Emergency contact name and number should be in the trip contract.**
- Check to make sure that the bus company that arrives is the one that was contracted with for the trip. If any bus is not from that company, ensure that the buses assigned are valid subcontractors on the list of pre-qualified vendors provided by the school system.
- Make sure that the proper number of buses and drivers are present, as stipulated in the contract for the trip.

### **VEHICLE:**

- **Windows/Windshields:** You are making sure that there are no cracks in the front windshield that impair driver's vision. A spider webbed crack in the driver's view is an example of a vision impairment situation. A cracked windshield not in the drivers view and not impairing his vision is not an out of service condition but should be noted and the driver should be informed and told of the need for it to be repaired before any more trips will be allowed.
- **Interior Lights:** Ask the driver to turn on interior lights. If a light is missing it would be a defect but not critical enough to cancel trip. Tell the driver that this defect needs to be corrected.
- **Headlights:** Check for functioning high beams and low beams. A vehicle that only has high beams should not be used.
- **Taillights/Brake Lights:** A bus that does not have functioning brake lights should not be used until corrected. Reverse lights should also be observed as functioning- but please ensure proper communication with the driver when checking rear lights, as safety of all personnel is priority.
- **Horn:** Ensure the horn works without difficulty and is heard outside of the vehicle.
- **Tires (No Slick Tires):** There is no reason that a carrier should show up with slick tires anywhere on the bus. Although a slick tire on the rear axle is not as critical as a slick tire on the steering axle, a slick tire anywhere should not be on a bus transporting students and staff. Remember, tires on a bus do not have to be new. There are allowable minimum tread depths for tires. Any bus with a flat tire anywhere should never be used until repaired.
- **Unusual oil/grease leaks at wheel seal:** Occasionally, a wheel will have a grease seal leak. It will be evident by grease spilling out onto the wheel. The standard reply to this by a driver is that it was repaired but the grease is from before the repair. Usually, one can tell whether if it is still leaking. This is probably the only oil leak that you will observe while performing this limited checklist of items. If a grease/oil leak is found, I would suggest that the carrier supply another vehicle.

- **Fire Extinguisher (Must be charged):** A motorcoach is supposed to have a charged fire extinguisher and a set of triangle reflectors (3). A driver can direct you to the location of these items. Not having a fire extinguisher triangle reflector is not an out of service defect although a bus should have both on board.
- **Walk around vehicle and listen for air leaks while driver applies brakes:** When a driver applies his brakes and a steady flow of air is heard and continues if the brake is applied, that is your warning that there is an air leak. To adequately check for air leaks, the driver should be told to release his brakes just as if he was going to pull off to start his trip. Then you should ask him/her to depress his brake pedal and you would listen for the rush of air steadily coming from the vehicle. Rushes of air when brakes are released that stop immediately is normal.
- **Copy of the Annual (State) Inspection:** This inspection is supposed to be in the bus. Inspection stickers are OPTIONAL and not a requirement. If an optional inspection decal is missing, ask for the hard copy which should be aboard the unit. NOTE- the Federal Inspection shows the date the inspection was performed unlike a state inspection that shows the date of expiration. An expired Federal Inspection is not an out of service condition but should be noted and concern expressed to the driver if they want to continue to do business with the school system.
- **Valid Commercial Driver's License with P (passenger) endorsement:** Look to see that it is a "commercial driver's license. It will say so on the license. Look at the endorsements to make sure a "P" appears to show that he is qualified to transport passengers. Look for the expiration date. An expired license is the same as having no license. A driver that says he left his license at home or lost them should not be allowed to drive. You should also confirm that the driver is listed as an approved driver for that company. This information is available to be provided by your transportation director if you do not have the carrier's list with you on the day of a trip.
- **Vehicle registration card to ensure that vehicle is authorized to operate in the state(s) of the trip:** Make sure that the license plate and VIN # matches the registration card. The registration will indicate the states in which the carrier has authority to operate. Check the VIN (vehicle identification number) number on the registration against the VIN number on the metal VIN plate attached to bus. Most of the time the VIN plate can be found on the panel to the left as you get on the bus. Check the plate number listed on the registration and the plate number attached to the rear of the bus to make sure that they are the same.