BUS DRIVER'S DAILY INSPECTION FORM

BUS IDENTIFICATION NO.	DATE	TIME

PLEASE CHECK "S" FOR SATISFACTORY OR "U" FOR UNSATISFACTORY. CHECK (✓) EACH COMPONENT CAREFULLY AND INDIVIDUALLY.

Open Hood and Check:

S	U		S	U	
☐	☐	Oil	☐	☐	Power Steering Fluid
☐	☐	Coolant	☐	☐	Washer Fluid
☐	☐	Battery	☐	☐	All Belts
☐	☐	Transmission Fluid	☐	☐	Wiring
☐	☐	Master Cylinder Brake Fluid			

_____

Signature of person performing above inspection if not the driver / Date

Driver Enters Bus and Checks:

S	U		S	U	
☐	☐	Steps	☐	☐	Warning Devices
☐	☐	Cleanliness	☐	☐	Fuses
☐	☐	Seats	☐	☐	First Aid Kit
☐	☐	Seat Belts (if applicable)	☐	☐	Fire Extinguisher
☐	☐	Windows	☐	☐	Lettering
☐	☐	Two-Way Radio or Authorized Cell Phone			

_____

Record Month and Year displayed on the front of the Certificate of Safety

_____

Record Odometer Reading from the Vehicle's Odometer

If today's month and year is after the month and year recorded above or if the vehicle's odometer reading is greater than the miles recorded on the back of the Certificate of Safety, the Certificate of Safety has expired or is not valid.

Driver Starts Engine, Activates All Interior Lights and Checks:

S	U		S	U	
☐	☐	Valid Certificate of Safety	☐	☐	Child Check System *(electronic or manual)*
☐	☐	Steering Wheel	☐	☐	Braking Warning Alarm
☐	☐	Windshield Wipers and Washers	☐	☐	Controls and Indicators
☐	☐	Heater and Defroster	☐	☐	Ammeter (voltmeter)
☐	☐	All Interior Lights	☐	☐	Gear Shift Lever
☐	☐	Horn	☐	☐	Neutral Safety Switch
☐	☐	Service Door *(open/close)*	☐	☐	Water Temperature Gauge
☐	☐	All Mirrors *(adjustments)*	☐	☐	Fuel Gauge
☐	☐	Sun Visor	☐	☐	Vacuum or Air Pressure Gauge
☐	☐	Emergency Exits *(windows / doors)*	☐	☐	Odometer
☐	☐	Emergency Exits Alarms	☐	☐	Switches
☐	☐	Clutch *(if applicable)*	☐	☐	Driver's Seat Belt

With Engine Running, Driver Activates All Exterior Lights, Walks Around the Bus and Checks:

S	U	
☐	☐	Right Front Wheel and Tire
☐	☐	Right Side Marker and Turn Signal Lights
☐	☐	Right Side Reflectors
☐	☐	Right Side Rear View and Safety Mirrors
☐	☐	Crossing Control Arm
☐	☐	Headlights *(high / low beams)*
☐	☐	Front Turn Signal Lights
☐	☐	Front Clearance Lights
☐	☐	Front Identification / Cluster Lights
☐	☐	Front Eight Light Flashing System
☐	☐	Front Reflectors
☐	☐	Windshield
☐	☐	Underside of Chassis
☐	☐	Crossover Mirror(s)
☐	☐	Left Side Rear View and Safety Mirrors
☐	☐	Left Front Wheel and Tire
☐	☐	Driver's Side Window
☐	☐	Stop Arm Panel
☐	☐	Left Side Marker and Turn Signal Lights
☐	☐	Left Side Reflectors
☐	☐	Side Emergency Door *(open & close) (if applicable)*
☐	☐	Left Rear Wheel(s) and Tire(s)
☐	☐	Exhaust System *(Tail pipe clear?)*
☐	☐	Rear Tail / Brake Lights
☐	☐	Rear Turn Signal Lights
☐	☐	Rear Clearance Lights
☐	☐	Rear Identification / Cluster Lights
☐	☐	Strobe Lamp *(if applicable)*
☐	☐	Rear Eight Light Flashing System
☐	☐	Rear Reflectors
☐	☐	Rear Emergency Door *(open & close) (if applicable)*
☐	☐	Right Rear Wheel(s) and Tire(s)
☐	☐	Fuel Tank Filler Cap

Drive Bus Forward and Apply Brakes.

S	U	
☐	☐	Service and Emergency Brake Operation

REMARKS _____

_____

_____

Signature of Driver _____

Signature of Mechanic Making Repairs/Adjustments _____

Date Repairs/Adjustments Completed _____