

▶ *Hanover Risk Solutions*

Pre-Trip Inspection of School Buses

To be effective, a pre-trip inspection of a school bus must be thorough and systematic. To obtain their Commercial Drivers License (CDL) to operate large school buses, drivers are required to have sufficient knowledge to identify vehicle deficiencies when conducting a pre-trip inspection. As school bus operations are regulated at the state and local level and many of these jurisdictions have their own pre-trip inspection forms, this checklist is not meant to be a compliance document. However, this checklist details the areas applicable to the pre-trip inspection of a school bus and can be useful to those operations that are not required to use a specific form. For those items identified as needing attention, the “See Remarks” box should be checked and details added in the “Remarks” section. Necessary repairs should always be made before the vehicle is placed in service.

General observation

(where available, review the previous driver’s inspection report):

	YES	NO	NA
No visible leaks under vehicle, vehicle sitting evenly, no significant body damage, etc.			
Check oil level, coolant level, windshield washing fluid, belts, hoses, etc., as directed by company policy.			
Check condition of interior, such as stair treads, handrails, aisle mats, student seat belts, seats, wheelchair tie-downs, radio, external loudspeakers, etc.			
Test all emergency exits.			
Verify that emergency equipment, such as a fire extinguisher, reflective triangles, and first aid kit, are on the school bus.			

Apply parking brakes, start engine, and check:

	YES	NO	NA
Gauges, warning lights, turn signal indicators, and brake lights.			
Hydraulic Brake Operation—Pump brake pedal a few times and hold. Brake pedal should not depress any further.			
Air Brake Operation—With air pressure at maximum cutoff pressure and the engine shut off, depress brake pedal and hold—air pressure should not decrease more than 3 psi; fan down brakes—warning signal should activate below 60 psi and parking brake button should pop out, indicating it is operating, when the pressure drops below 30 psi.			
Steering wheel play is within bus manufacturer’s limits.			
Horn(s), windshield wipers, heater, defroster, and mirrors.			

Shut off engine, turn on all lights (including four-way flashers), ensure parking brakes are applied, activate stopped vehicle warning devices, and check:

	YES	NO	NA
For air-braked vehicles, no audible leaks in brake system during inspection.			
Left-side front tire, wheel, lugs or studs, and brake components.			
Headlights—low- and high-beam, four-way flashers, identification, and clearance lights.			
Safety devices, such as front crossing guard, stop signs, etc.			
Steering assembly.			
Front suspension.			
Right-side front tire, wheel, lugs or studs, and brake components.			
Exhaust system, including support brackets.			
Drive shaft, u-joints, drive shaft protection brackets, etc.			
Reflectors and lights on right side.			
Right-side rear tires, wheels, lugs or studs, and brake components.			
Rear suspension.			
Rear lights, reflectors, and condition of mud flaps.			
Left-side rear tires, wheels, lugs or studs, and brake components.			
Reflectors, warning devices, and lights on left side.			

REMARKS:

Bus Identification: _____ Date: _____

Driver's Name (print): _____

Driver's Signature: _____

 To learn more about Hanover Risk Solutions, visit hanoverrisksolutions.com



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