

Oklahoma SDE Pre-Trip and Post Trip School Bus Inspection Report

This report is required each time students are transported in a school bus for any reason. Keep on file for at least ninety (90) days. OAC 210:30-5-1

Date _____ Time _____ School/District _____ Bus Number _____

Mileage _____ Beginning and ending mileage is recommended.

Driver/Designee Performing this Bus Inspection (Print) _____

These 14-steps are taken from the *SDE Oklahoma School Bus Driver Manual*. If any bus defect is found:

(1) Document details on the back of this form; (2) Report defects to the school district's designated supervisor; (3) Keep documentation of completed bus repairs.

"Initial" in each box below to indicate the step has been completed. In the right column, Indicate with an "X" if a repair is needed. **PRE-TRIP**

- | | | |
|--------------------------|---|--------------------|
| <input type="checkbox"/> | 1. Raise the bus hood and check all fluid levels, each belt, and each hose. | REPAIR NEEDED ____ |
| <input type="checkbox"/> | 2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage. | REPAIR NEEDED ____ |
| <input type="checkbox"/> | 3. Check the exhaust system for leaks, fumes or defects. The exhaust pipe should be flush with the back bumper, or if it is located behind the rear wheel, flush with the side of the bus. | REPAIR NEEDED ____ |
| <input type="checkbox"/> | 4. Inside Bus: emergency reflectors, fire extinguisher, first-aid kit, bodily fluids clean-up kit (not expired) | REPAIR NEEDED ____ |
| <input type="checkbox"/> | 5. Check that each bus seat and cushion is secure and has no tears or protruding metal. | REPAIR NEEDED ____ |
| <input type="checkbox"/> | 6. Check that the bus's Emergency Exits open easily and the warning buzzers are operable. | REPAIR NEEDED ____ |
| <input type="checkbox"/> | 7. Turn on all bus lights. Use an assistant as needed to verify all are operable: (a) loading lights (b) directional signals (c) head-lights (d) tail-lights (e) clearance lights (f) reverse lights. | REPAIR NEEDED ____ |
| <input type="checkbox"/> | 8. From the driver seat, check that these items are operable: (a) windshield wipers (b) washer fluid (c) horn (d) parking brake (e) foot brake/air brakes (f) heater (g) defroster (h) steering/steering wheel (i) gauges | REPAIR NEEDED ____ |
| <input type="checkbox"/> | 9. Check each mirror for damage and assure each is properly adjusted. Check the driver's seat belt. | REPAIR NEEDED ____ |

SPECIAL EQUIPMENT (when applicable): Check the operation of the bus's wheelchair lift, adaptive equipment and straps. Verify that a "strap/belt cutter" is located within reach of the bus driver. REPAIR NEEDED ____

POST TRIP

- | | | |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | 10. Inside: The driver must walk the bus isle front-to-back and look in each seat for a child left onboard (possibly asleep). | |
| <input type="checkbox"/> | 11. Inside: Check each seat cushion for tears, cuts, or protruding metal. | REPAIR NEEDED ____ |
| <input type="checkbox"/> | 12. Inside: Check each bus window, and the windshield, for any defects and for cleanliness. | REPAIR NEEDED ____ |
| <input type="checkbox"/> | 13. Outside: Examine each tire for proper inflation and for defects/damage to wheels. | REPAIR NEEDED ____ |
| <input type="checkbox"/> | 14. Secure the bus according to district policy. Leaving the keys in the bus is strongly discouraged. | REPAIR NEEDED ____ |

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