



Oklahoma State Department of Education (SDE) - 2500 North Lincoln Boulevard - Oklahoma City, Oklahoma 73105-4599

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 _____

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

- 1. Raise the bus hood and check all fluid levels, each belt, and each hose. REPAIR NEEDED ___
- 2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage. REPAIR NEEDED ___
- 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 ___
- 4. Inside Bus: emergency reflectors, fire extinguisher, first-aid kit, bodily fluids clean-up kit (not expired) REPAIR NEEDED ___
- 5. Check that each bus seat and cushion is secure and has no tears or protruding metal. REPAIR NEEDED ___
- 6. Check that the bus’s Emergency Door opens easily and the door’s warning buzzer is operable. REPAIR NEEDED ___
- 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 ___
- 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 ___
- 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

- 10. Inside: **The driver must walk the bus isle front-to-back and look in each seat for a child left onboard** (possibly asleep).
- 11. Inside: Check each seat cushion for tears, cuts, or protruding metal. REPAIR NEEDED ___
- 12. Inside: Check each bus window, and the windshield, for any defects and for cleanliness. REPAIR NEEDED ___
- 13. Outside: Examine each tire for proper inflation and for defects/damage to wheels. REPAIR NEEDED ___
- 14. Secure the bus according to district policy making certain to **remove the keys from the bus ignition**. (Never leave the keys in an unattended school bus.)