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

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 Exits open easily and the warning buzzers are 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). REPAIR NEEDED ___
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. Leaving the keys in the bus is strongly discouraged. REPAIR NEEDED ___

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