

PRE-TRIP INSPECTION SHEET

Driver: _____ Date: _____

Vehicle #: _____ Route #: _____ Odometer: _____

1. ENGINE COMPARTMENT

Oil level	_____ OK _____ N/Attn.	Coolant level	_____ OK _____ N/Attn.
Power steering fluid	_____ OK _____ N/Attn.	Brake fluid	_____ OK _____ N/Attn.
Battery fluid	_____ OK _____ N/Attn.	Transmission fluid	_____ OK _____ N/Attn.
Windshield washer fluid	_____ OK _____ N/Attn.	Fan belts	_____ OK _____ N/Attn.
Radiator hoses	_____ OK _____ N/Attn.	Power steering hoses	_____ OK _____ N/Attn.
Air conditioning hoses	_____ OK _____ N/Attn.	Wiring insulation	_____ OK _____ N/Attn.

2. DRIVER’S AREA – ENGINE RUNNING

Engine noise	_____ OK _____ N/Attn.	Instrument gauges	_____ OK _____ N/Attn.
Steering wheel “play”	_____ OK _____ N/Attn.	Accelerator	_____ OK _____ N/Attn.
Shift lever	_____ OK _____ N/Attn.	Horn	_____ OK _____ N/Attn.
Windshield wiper/Washer	_____ OK _____ N/Attn.	Light switches	_____ OK _____ N/Attn.
Air conditioning/Heater	_____ OK _____ N/Attn.	Emergency equipment -	_____ OK _____ N/Attn.
Front	_____ OK _____ N/Attn.	spare fuses, first aid kit,	
Rear	_____ OK _____ N/Attn.	fire extinguisher, reflective	
Fire suppression/CNG	_____ OK _____ N/Attn.	triangles	
detection test			

3. LIGHTS – OPERATION AND CLEANING

Low beam	_____ OK _____ N/Attn.	Four-way flashers	_____ OK _____ N/Attn.
High beam	_____ OK _____ N/Attn.	Instrument panel	_____ OK _____ N/Attn.
Front turn signal	_____ OK _____ N/Attn.	Dome/Courtesy	_____ OK _____ N/Attn.
Rear turn signal	_____ OK _____ N/Attn.	Parking/Clearance lights	_____ OK _____ N/Attn.
Destination signal	_____ OK _____ N/Attn.	Brake lights	_____ OK _____ N/Attn.
Front	_____ OK _____ N/Attn.	Passenger door	_____ OK _____ N/Attn.
Side	_____ OK _____ N/Attn.	Back-up lights	_____ OK _____ N/Attn.
Keypad	_____ OK _____ N/Attn.	License plate	_____ OK _____ N/Attn.

4. GENERAL WALK-AROUND

Overall body condition	_____ OK _____ N/Attn.	Cleanliness – inside/outside	_____ OK _____ N/Attn.
Windshield clean	_____ OK _____ N/Attn.	Rear wheels/lug nuts	_____ OK _____ N/Attn.
Leaks – oil, water, fuel	_____ OK _____ N/Attn.	Rear tires – proper pressure	_____ OK _____ N/Attn.
Rear view mirrors	_____ OK _____ N/Attn.	Front tires/lug nuts	_____ OK _____ N/Attn.
Exhaust system – no leaks	_____ OK _____ N/Attn.	Front tires – proper pressure	_____ OK _____ N/Attn.
Wood trim (trolley)	_____ OK _____ N/Attn.		

5. BRAKES AND SUSPENSION

Parking brake	_____ OK _____ N/Attn.	Springs – front/rear	_____ OK _____ N/Attn.
Service brake – leaks,	_____ OK _____ N/Attn.	Shocks – front/rear	_____ OK _____ N/Attn.
unequal pulling, needs		Front end alignment	_____ OK _____ N/Attn.
adjustment		Air brake test	_____ OK _____ N/Attn.

6. PASSENGER AREA

Entry steps secure	_____ OK _____ N/Attn.	Handrails secure	_____ OK _____ N/Attn.
Seats secure	_____ OK _____ N/Attn.	Seat belts	_____ OK _____ N/Attn.
Emergency exits	_____ OK _____ N/Attn.	Roof hatches	_____ OK _____ N/Attn.
Cargo secure	_____ OK _____ N/Attn.		

7. WHEELCHAIR LIFT

Access door	_____ OK _____ N/Attn.	Lift operation switch	_____ OK _____ N/Attn.
Hydraulic fluid levels	_____ OK _____ N/Attn.	Tie-down straps	_____ OK _____ N/Attn.
Electrical controls	_____ OK _____ N/Attn.	Manual controls	_____ OK _____ N/Attn.