

Ohio Pre-Service School Bus Pre-Trip/Post-Trip Evaluation Form

Driver: _____ Date: _____ Score: _____
 School/Agency: _____ Bus #: _____ Bus Type: C T MS
 OBI: _____ Mileage: _____ Final Evaluation: Yes No

Mark items inspected with ✓ Mark items missed/defects with ○ Draw line through items not used and mark with NA

STEP I. Overview

- Leaning*
- Damage to Bus*
- Hazards
- Entry Check D-T-R*
- OSHP Sticker

STEP II. Engine Compartment

- Hood/Hinges*
- Moisture
- Leaks A-C-F*
- Wiring*
- Hoses*
- Belts*
- Fluids O-C-PS
- Transmission Fluid (Weekly)
- Steering System
 - Steering Shaft
 - Gear Box
 - Hoses
 - Pittman Arm
 - Drag Link
 - Steering Arms
 - Tie Rod
- Washer Fluid

STEP III. Inside Cab

Safety Equipment

- Fire Extinguisher*
- Reflectors*/Fuses
- First Aid Kit*
- Emergency Assistance Cards
- Body Fluid Kit
- Circuit Breakers/Fuses
- Driver Seat/Belt*
- Horn/Steering*
- Windshield*
 - Mirrors*
 - Visor

Gauges and Brake Check

- Safe Start*
 - ABS Light
- Oil*
- Fuel/DEF
- Ammeter/Voltmeter*
- Temperature*
- Alternator Warning Light*
- Transmission Engages in All Gears*
- Parking Brake*
- Service Brake*

Air Brake Test*

- Automatic Failure if not in Proper Sequence
 1. Air Gauge and Governor Cutoff
 - 120 psi - 140 psi
 2. Service Brake
 - 3 psi
 3. Low Pressure Light/Buzzer
 - 55 psi
 4. Emergency Spring Brake
 - 45 psi - 20 psi

Hydraulic Brake Test*

- Pump 3 times - Hold 5 seconds

Control Panel Indicator Lights & Switches

- Instrument Panel Lights*
- Turn Signal Left* Right*
- Hazard Lights*
- High Beams*
- Windshield Wipers/Washer*
- Dome Lights*
- Noise Suppression Switch
- Fans*
 - Heaters*
 - Defroster*
 - Air Conditioner
- Radio Check
- Master Warning Lights*
 - Amber
 - Red
- Override*
- Service Door/Step Light*

STEP IV. Inside and Walkthrough

- Amber Warning Lights*
 - Front
 - Rear
- Seats*
- Emergency Exits*
 - Window*
 - Roof*
- Strobe Light*

STEP V. Walk-Around

Bus Body

- Mirrors and Brackets*
- Reflectors - F-S-R*
- Reflective Tape F-S-R
- Stop Sign/Crossing Arm*
- Emergency Door
 - Floor Cleanliness
- Wheelchair Access*
 - Operate Door
 - Operate Lift

Front Axle

- Tires*
 - Inflation*
 - Condition*
 - Tread Depth*
- Rims*
- Lugs*
- Hub Oil Seal*
- Suspension
 - Mounts
 - Springs
 - U-Bolts
 - Shocks
- Front Brakes
 - Hoses/ABS/Contaminates
- Mud Flaps

Chassis

- Frame
- Battery Box*
- Drive Shaft
- Exhaust System*
- Fuel: Tank*/Cap/Cage
- DEF Tank/Cap

Rear Axle

- Tires*
 - Inflation*
 - Condition*
 - Tread Depth*
- Rim*
- Lugs*
- Axle Seal
- Bud Type Wheels or Spacer
- Mud Flaps*
- Suspension
 - Mounts
 - Springs/Air Bags
 - U-Bolts
 - Shocks

- Rear Brakes
 - Hoses/ABS/Contaminates

Lights

- Clearance Lights*
 - F S R
- Warning Lights*
 - F S R
- Turn Signals*
 - Left - F S R
 - Right - F S R
- Hazard Lights*
 - F S R
- Headlights*
 - Low Beam
 - High Beam
- Tail Lights*
- Brake Lights*
- Back-up Lights*
- Beeper*

STEP VI. Post-Trip Inspection

- Set Parking Brake*
 - Put in Neutral
- Turn Off All Switches
- Check Seats for Damage and Interior for Cleanliness*
- CHECK FOR STUDENTS***
(Automatic Failure if not completed)
- Complete Report

Additional/Optional Equipment

Start Time for Pre-trip

End Time for Pre-trip

Total Time for Pre-trip

*Items required by OAC 3301-83-11 and/or 3301-83-12.

D = Door T = Tread R = Rail
 F = Front S = Side R = Rear
 A = Air C = Coolant F = Fuel
 O = Oil PS = Power Steering Fluid

Number of errors _____ x2 points = _____ Total points to deduct.

Deduct total points from 100 and enter score above.

80 or above is passing.

OBI Signature: _____ Driver Signature: _____

This inspection is intended to help uncover a defect in one or more pre-trip inspection items required by OAC 3301-83-11, including but not limited to the tires, wheels, frame, and potential vandalism.