

**SAMPLE VEHICLE DAILY PRE-TRIP INSPECTION REPORT**

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Transit System: \_\_\_\_\_ Vehicle #: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  am  pm

Signature of Driver: \_\_\_\_\_

All items must be inspected prior to departure each day. If an item is damaged or requires maintenance, please an "X" on the line next to the item and provide a brief description of the defect. If an item is not applicable to your vehicle, please "N/A" on the line.

**ENGINE INSPECTION/UNDER HOOD**

- \_\_\_\_\_ Oil Level
- \_\_\_\_\_ Coolant Level (cold)
- \_\_\_\_\_ Windshield Washer Fluid Level
- \_\_\_\_\_ Brake Fluid Level
- \_\_\_\_\_ Engine / Hoses / Belts
- \_\_\_\_\_ Battery Fluid / Connection

**EXTERIOR INSPECTION**

- \_\_\_\_\_ Leaks under Bus
- \_\_\_\_\_ Fresh Body Damage
- \_\_\_\_\_ Cleanliness
- \_\_\_\_\_ Doors
- \_\_\_\_\_ Headlights
- \_\_\_\_\_ Tail / Brake Lights
- \_\_\_\_\_ Turn Signal Lights
- \_\_\_\_\_ Hazard Flashers
- \_\_\_\_\_ Clearance Lights
- \_\_\_\_\_ Tires / Wheels / Suspension
- \_\_\_\_\_ Tail Pipe
- \_\_\_\_\_ Battery Box (closed)
- \_\_\_\_\_ Windshield
- \_\_\_\_\_ Windshield Wipers
- \_\_\_\_\_ Radio Antenna
- \_\_\_\_\_ Mirrors / Adjustment
- \_\_\_\_\_ Reflectors

**SAFETY EQUIPMENT**

- \_\_\_\_\_ Fire Extinguisher
- \_\_\_\_\_ First Aid Kit (complete)
- \_\_\_\_\_ Bio-Hazard / Bloodborne Pathogens / Spill Kit
- \_\_\_\_\_ Triangles
- \_\_\_\_\_ Back-up Alarm
- \_\_\_\_\_ Door Open Buzzer
- \_\_\_\_\_ Emergency Windows (latched)
- \_\_\_\_\_ Emergency Door
- \_\_\_\_\_ Roof Escape Hatch
- \_\_\_\_\_ Seat Belt Cutter
- \_\_\_\_\_ Extra Fuses
- \_\_\_\_\_ Two-way Radio
- \_\_\_\_\_ Spare Tire / Jack / Lug Wrench

**INTERIOR**

- \_\_\_\_\_ Mirrors / Adjustment
- \_\_\_\_\_ Lights
- \_\_\_\_\_ Service Door(s)
- \_\_\_\_\_ Stepwell(s)
- \_\_\_\_\_ Floor
- \_\_\_\_\_ Seats
- \_\_\_\_\_ Seat Belts
- \_\_\_\_\_ Brakes (Foot / Parking)
- \_\_\_\_\_ Steering
- \_\_\_\_\_ Transmission

**INTERIOR (continued)**

- \_\_\_\_\_ Gauges / Instrument Displays
- \_\_\_\_\_ Equipment Controls (Heater / AC / Fan / Lights / Defrosters / Wipers)
- \_\_\_\_\_ Radio
- \_\_\_\_\_ Radios Check with Base
- \_\_\_\_\_ Horn
- \_\_\_\_\_ Registration / Insurance
- \_\_\_\_\_ Transmission Selector
- \_\_\_\_\_ Signage / Decals
- \_\_\_\_\_ Cleanliness

**ACCESSIBILITY EQUIPMENT**

- Lift Cycle Count: \_\_\_\_\_
- \_\_\_\_\_ Lift Door
- \_\_\_\_\_ Lift Operation (perform one cycle)
- \_\_\_\_\_ Lift deploys only when parking brake set and/or transmission in park
- \_\_\_\_\_ Lift Smooth movement
- \_\_\_\_\_ Lift works at proper speed
- \_\_\_\_\_ Hydraulic Leaks
- \_\_\_\_\_ Lift Platform is level during entire operation
- \_\_\_\_\_ Lift smoothly clears door frame and opened door
- \_\_\_\_\_ Lift light operates
- \_\_\_\_\_ No physical damage to lift
- \_\_\_\_\_ Electric wires not cut, frayed, corroded or torn
- \_\_\_\_\_ Lift switches operate properly
- \_\_\_\_\_ Lift hand pump operates properly
- \_\_\_\_\_ Lift hoses / fittings secure
- \_\_\_\_\_ Lift cables / belts / chains
- \_\_\_\_\_ Lift Front / Rear Safety Guards
- \_\_\_\_\_ Lift Handrails
- \_\_\_\_\_ Lift Alarms
- \_\_\_\_\_ Securement Attachment Points
- \_\_\_\_\_ Securement Straps
- \_\_\_\_\_ Passenger Belts

**REMARKS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Condition of above vehicle is:**  Satisfactory  Unsatisfactory

<input type="checkbox"/> Above defects corrected
<input type="checkbox"/> Above defects need to be corrected for safe operation of vehicle
Mechanic's Signature: _____