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

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

☐ Above defects corrected  ☐ Above defects need to be corrected for safe operation of vehicle

Mechanic’s Signature: ___________________________