

Alachua County Public Schools – Transportation Department

Pre-Trip Documentation Log

Mark each item as: OK Needs Repair Out of Service

Spare Bus #: _____ Route #: _____ Bus #: _____

Mileage: _____ Driver: _____ Week of: / / / /
Beginning Date Ending Date

Items 1 - 20 = Bus is not to be driven if one of these items needs repair

Inspection Items	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.
1. Safety Item - Tires & Wheels														
2. Safety Item - Brake Lights														
3. Safety Item - Student Warning Lights														
4. Safety Item - Stop Arm & Crossing Arm														
5. Safety Item - Steering														
6. Safety Item - Broken Glass (Windows and/or Mirrors)														
7. Safety Item - Service - Emergency Brakes														
8. Safety Item - Engine & Drive Train (oil, water, etc.)														
9. Safety Item - Exhaust System														
10. Safety Item - Fluid Leaks Under Bus														
11. Safety Item – Horn														
12. Safety Item - Defrosters & Heaters														
13. Safety Item - Entrance Door & Steps														
14. Safety Item - Headlights & Tail Lights														
15. Safety Item - Turn Signal, Clearance & Strobe Lights														
16. Safety Item - Fire Extinguishers & First Aid Kit														
17. Safety Item - Emergency Reflectors														
18. Safety Item - Seats – Passenger & Driver Seat Belt														
19. Safety Item - Emergency Exits, Buzzers & Roof Hatches														
20. Safety Item - Dash Gauges & Warning Lights														
21. General Body Condition														
22. Radio Check														
23. Registration, Insurance Card, Copy of Route & Seating Chart														
24. Child Check Mate														

Driver's Signature: _____ Date: _____