

First Student

DAILY VEHICLE CONDITION REPORT

DATE: _____

BUS #: _____

LOCATION _____ CITY _____

STATE: _____

DRIVER'S NAME (PRINT): _____

AM Route No/ Time: _____

MD Route No/Time: _____

PM Route No/Time: _____

Check each box on this form with: - = Blank X = Satisfactory O = Defect NA = Not Applicable

ENGINE COMPARTMENT:				WHEELCHAIR LIFT EQUIPPED				INTERIOR – (Continued)				EXTERIOR – (Continued)				
				AM	MD	PM		AM	MD	PM		AM	MD	PM		
Verify lot person engine/fluid check or							Door Light				Mirrors (adj)				Crossing Arm	
Open hood & check coolant, fluids, oil, washer, hoses, belts, leaks							Lift Operation				Windshield				4-way flashers	
ODOMETER READINGS:							Safety strap				Fans				Turn Signals	
Miles PM service due _____							Tie downs/belt				Heater/ defrosters				8 way flashers	
Date State Inspection due _____							Car seats/adp. equip				Gear shift lever/clutch				Reflectors	
BRAKE SYSTEM CHECK				INTERIOR				EXTERIOR				EXTERIOR – (Continued)				
AM	MD	PM	AIR	AM	MD	PM		AM	MD	PM		AM	MD	PM		
			Service brake test				Enter bus & Check				Interior Lights				Tail lights	
			Low air warning light				Loading door				Emergency Doors				Headlights high/low	
			Parking brake pops on & holds in gear				Steps, step light				Emergency Window/ Hatch				Brake lights	
AM	MD	PM	Hydraulic				Handrail				Open/close/buzzer				Clearance Lights	
			Parking brake holds				Fire Extinguisher				Seat condition/ secured				Windows	
			Anti-lock system				Chock blocks/triangles				Seat belt cutter				Mirrors/windshield	
			Pedal adj./booster				First Aid Kit				Two Way Radio				Emergency door(s)	
AM	MD	PM	All Systems				Body Fluid Kit				PA System				Backup lights / alarm	
			Drive forward & stop two times				Accident Kit				EXTERIOR					Fuel Cap & Tank
√ CONDITION OF BUS AND INDICATE AM/MD/PM:							Registration/Ins card	AM	MD	PM					Body, paint, lettering	
S = Satisfactory							Driver's seat/belt				Look under vehicle				Inspection sticker(s)	
U = Unsatisfactory							Steering mechanism				Leaks, loose items				School bus/charter sign	
Pre-trip		Post-trip					Horn				Tires				Battery	
	S		U		S		Gauges				Wheels, lugs, rims				Other	
	S		U		S		Lighting indicators				Slack adjusters					
	S		U		S		Wipers/washer				Exhaust system					
											Axles/suspension					
												AFTER EACH ROUTE				
																Sleeping child check

IF YOU HAVE ANY OTHER COMMENTS, PLEASE USE THE BACK OF THIS FORM AND PROMPTLY RETURN TO YOUR LOCAL LEGISLATIVE REPRESENTATIVE. IF ADDITIONAL ASSISTANCE IS NEEDED WITH THIS FORM, YOU MAY ALSO CONTACT YOUR STATE DIRECTOR AT THE INFORMATION PROVIDED BELOW:

Directions: When filling out this form from your computer, please save a copy. Upon completion, forward in an email as an attachment to your Local Legislative Representative.



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