

HEAD START DRIVER'S DAILY VEHICLE INSPECTION REPORT

Community _____ Driver: _____ Date: _____

Daily Routes

Route	Time-begin	Time-end	Miles-begin	Miles-end

Pre-trip and post-trip inspections

A complete pre-trip inspection must be conducted on every vehicle at the beginning of every day. If the same vehicle is used, a follow-up walk around check must be performed prior to any other routes or trips that day.

A post-trip inspection must be conducted at the end of each route or trip.

Pretrip <i>Check any conditions that apply</i>	Safety items to be checked every day <i>Driver is responsible for checking all items noted and reporting any problems. A check mark in the left column indicates a condition found during a pretrip inspection at the beginning of the day; a check mark in the right column indicates a condition found during a posttrip inspection.</i>	Postrip <i>Check any conditions that apply</i>
	Engine compartment (belts, hoses, fluids) - problem	
	Engine problem (running rough, missing, knocking, etc.)	
	Battery - problem	
	Gauges or switches – problem	
	Lights, stop arm, crossing gate (if so equipped) – problem	
	Horn, back up beeper – problem	
	Service brake – problem	
	Parking brake – problem	
	Tires and wheels – problem	
	Suspension – problem	
	Exhaust – problem	
	Emergency equipment – problem	
	Communication equipment (radio, antenna, cell phone) – problem	
	Mirrors – problem	
	Windshield wipers, washer fluid – problem	
	Emergency exits – problem	
	Steering – problem	
	Seats or seat belts – problem	
	Unusual noise or smell - problem	
	Body damage – new	
	Other problem – describe	
N/A on pretrip	“I CHECKED FOR CHILDREN AT THE END OF ALL ROUTES AND TRIPS TODAY”	
N/A on pretrip	“I LEFT THE VEHICLE IN A CLEAN CONDITION AT THE DAY”	
	“I FOUND NO DEFECTS OR PROBLEMS”	

Driver description of any problems noted:

Driver signatures — driver must sign at beginning and end of tour of duty each day.

I conducted a thorough pretrip inspection before using this vehicle. _____

I conducted a thorough posttrip inspection at the end of the day. _____

(pre-trip should be signed prior to leaving bus yard. Signatures must correspond to full name as printed on driver's license)