

WICAP HEAD START DAILY PRE AND POST TRIP MAINTENANCE CHECKLIST

Center: _____ Name: _____

Month/Year: _____

Beginning Mileage: _____ Ending Mileage: _____ Vehicle #: _____

Model/Make: _____

Legend (√) Item OK and (X) For Needed Repairs

My Bus is equipped with:	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Cell phone																									
Fire extinguisher																									
First Aid and bodily fluid kit																									
Emergency numbers																									
Two seat belt cutters																									
Roster List																									
Driver Attendance																									
Restraint systems and or car seats																									
Reverse beepers																									
Evacuation Procedures																									
Adult seat belts																									
Daily Monitoring of the Bus																									
Emergency Consent Forms and Permission Slips																									
Approach the vehicle	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Observe general condition of vehicle																									
Look for damage, including vandalism																									
Check under the bus for fresh oil, coolant, or fuel leaks																									
Check for safety hazards, including icy conditions, and objects in the way, etc.																									
Engine Compartment Check	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check the oil level (do not overfill)																									
Check the radiator and condition of hoses																									
Coolant level																									
Check all belts – Visually inspect the belts for cracking, or looseness or breakage (with the engine off)																									
Check power steering fluid (do not overfill and check for damaged or cracked lines)																									
Check windshield washer fluid																									
Check the automatic transmission fluid according to the recommendations for the individual bus																									
Check the batteries for placement or corrosion																									

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Bus Interior Check	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Start bus																									
Check Gauges	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Oil pressure																									
Temperature																									
Ammeter																									
Voltmeter																									
Fuel gauge																									
Brakes	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check brakes																									
Hydraulic brakes																									
Parking brake																									
Service brake																									

Comments:

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Control Panel Switches	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check windshield wipers and washers																									
Check heater/defroster																									
Check amber 8-way lights in the front and back (Leave on during interior check)																									
Check clearance lights (Leave on during interior check)																									
Check defroster fans and heater pump																									
Check dome lights (leave on during interior check)																									
Check left turn signal																									
Check head light for high and low beams																									
Check the horn																									
Check Driver's seat	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Adjust the seat so that you have clear vision																									
Check the drivers seat to ensure that it is clearly fastened.																									
Check Mirrors	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check all mirrors to make sure are clean and adjusted so that areas are visible from the driver's seat from normal driving position																									
Check and adjust rear view mirror																									
Check and adjust right and left mirror																									
Check and adjust convex rear view mirrors																									
Windows	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check windows																									

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Passenger seats and floors	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check seats for attachment to floor																									
Check seats for condition of upholstery for damage																									
Check child safety restraint systems for safety, damage and placement																									
Check child car seats for safety, cleanliness and damage																									
Check floor for damage and objects																									
Check that equipment is properly stored																									
Emergency Exits	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check emergency exits (doors, hatches, and windows are unlocked and operable)																									
Check student entrance door																									

Comments:

Emergency Equipment	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check first aid and body fluid clean up kits to make sure they are stocked																									
Check security of the first aid and body fluid clean up kits																									
Check fire extinguisher for security and posted sign																									
Check that emergency road kits are secured and stocked (every 3 months check that the triangles are functional)																									
Preparing to Drive	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
After re-entering the vehicle, check for loose rubber/objects in the stairwell. Check the driver's seat belt.																									

POST-TRIP INSPECTION

Outside Walk Around	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check mounting of mirrors and loose or missing lug nuts																									
Check the headlights, 8-way lights, clearance lights and right turn signal and check for fluid leaks and condition of																									
Check both side view mirrors, side windows, and tires																									
Check all of the tires and body reflectors for cleanliness																									
Check rear 8-way lights, right turn signal, tail lights,																									
Check that the fuel cap is on properly																									
Check that lettering and numbers are in good condition																									

Comments:

Engine Compartment Check	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check the oil level (do not overfill)																				
Check the radiator and condition of hoses																				
Coolant level																				
Check all belts – Visually inspect the belts for cracking, or looseness or breakage (with the engine off)																				
Check power steering fluid (do not overfill and check for damaged or cracked lines)																				
Check windshield washer fluid																				
Check the automatic transmission fluid according to the recommendations for the individual bus																				
Check the batteries for placement or corrosion																				
Bus Evacuations	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check with a (Y) indicating Yes or a (N) indicating No for the days that bus evacuations occurred or did not occur																				
Interior Check	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
No child on bus sign																				
Bus clean and swept																				
Bus Driver Initials																				

Comments:
Repairs – Indicate any repairs needed to be done to the bus, (if the pre-trip inspection indicates any problems with the brakes this needs to be reported immediately and the bus cannot be put into

I certify that the above-described vehicle has been checked each day and any maintenance discrepancy noted.

 Vehicle Driver's Signature

 Date