

PRE-TRIP INSPECTION SHEET

Driver: _____

Date: _____

Vehicle: _____

Route: _____

Odometer: _____

1. Engine Compartment

Oil level	_____ OK	_____ Needs Attention	Coolant level	_____ OK	_____ Needs Attention
Power steering fluid	_____ OK	_____ Needs Attention	Brake fluid	_____ OK	_____ Needs Attention
Battery fluid	_____ OK	_____ Needs Attention	Transmission fluid	_____ OK	_____ Needs Attention
Windshield washer fluid	_____ OK	_____ Needs Attention	Fan belts	_____ OK	_____ Needs Attention
Radiator hoses	_____ OK	_____ Needs Attention	Power steering hoses	_____ OK	_____ Needs Attention
Air conditioning hoses	_____ OK	_____ Needs Attention	Wiring insulation	_____ OK	_____ Needs Attention

2. Driver's Area - Engine Running

Engine Noise	_____ OK	_____ Needs Attention	Instrument gauges	_____ OK	_____ Needs Attention
Steering wheel "play"	_____ OK	_____ Needs Attention	Accelerator	_____ OK	_____ Needs Attention
Shift lever	_____ OK	_____ Needs Attention	Horn	_____ OK	_____ Needs Attention
Windshield wiper/Washer	_____ OK	_____ Needs Attention	Light switches	_____ OK	_____ Needs Attention
Air conditioning/Heater	_____ OK	_____ Needs Attention	Emergency equipment -	_____ OK	_____ Needs Attention
Front	_____ OK	_____ Needs Attention	spare fuses, first aid kit,		
Rear	_____ OK	_____ Needs Attention	fire extinguisher,		
Fire suppression/CNG	_____ OK	_____ Needs Attention	reflective triangle		
detection test					

3. Lights - Operation & Cleaning

Low beam	_____ OK	_____ Needs Attention	Four-way flashers	_____ OK	_____ Needs Attention
High beam	_____ OK	_____ Needs Attention	Instrument Panel	_____ OK	_____ Needs Attention
Front turn signal	_____ OK	_____ Needs Attention	Dome/Courtesy	_____ OK	_____ Needs Attention
Rear turn signal	_____ OK	_____ Needs Attention	Parking/Clearance lights	_____ OK	_____ Needs Attention
Destination signal	_____ OK	_____ Needs Attention	Brake lights	_____ OK	_____ Needs Attention
Front	_____ OK	_____ Needs Attention	Passenger door	_____ OK	_____ Needs Attention
Side	_____ OK	_____ Needs Attention	Back-up lights	_____ OK	_____ Needs Attention
Keypad	_____ OK	_____ Needs Attention	License plate	_____ OK	_____ Needs Attention

4. General Walk-Around

Overall body condition	_____ OK	_____ Needs Attention	Cleanliness - inside/outside	_____ OK	_____ Needs Attention
Windshied clean	_____ OK	_____ Needs Attention	Rear wheels/lug nuts	_____ OK	_____ Needs Attention
Leaks - oil, water, fuel	_____ OK	_____ Needs Attention	Rear tires - proper pressure	_____ OK	_____ Needs Attention
Exhaust system - no leaks	_____ OK	_____ Needs Attention	Front tires/lug nuts	_____ OK	_____ Needs Attention
Rear view mirrors	_____ OK	_____ Needs Attention	Front tires - proper pressure	_____ OK	_____ Needs Attention
Wood trim (trolley)	_____ OK	_____ Needs Attention			

5. Brakes & Suspension

Parking brake	_____ OK	_____ Needs Attention	Springs - front/rear	_____ OK	_____ Needs Attention
Service brake - leaks,	_____ OK	_____ Needs Attention	Shocks - front/rear	_____ OK	_____ Needs Attention
unequal pulling, needs			Front end alignment	_____ OK	_____ Needs Attention
adjustment			Air brake test	_____ OK	_____ Needs Attention

6. Passenger Area

Entry steps secure	_____ OK	_____ Needs Attention	Handrails secure	_____ OK	_____ Needs Attention
Seats secure	_____ OK	_____ Needs Attention	Seat belts	_____ OK	_____ Needs Attention
Emergency exits	_____ OK	_____ Needs Attention	Roof hatches	_____ OK	_____ Needs Attention
Cargo secure	_____ OK	_____ Needs Attention			

7. Wheelchair Lift

Access door	_____ OK	_____ Needs Attention	Lift operations switch	_____ OK	_____ Needs Attention
Hydraulic fluid levels	_____ OK	_____ Needs Attention	Tie-down straps	_____ OK	_____ Needs Attention
Electrical controls	_____ OK	_____ Needs Attention	Manual controls	_____ OK	_____ Needs Attention