

# PRE-TRIP INSPECTION SHEET

Driver: \_\_\_\_\_

Date: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Route: \_\_\_\_\_

Odometer: \_\_\_\_\_

## 1. Engine Compartment

Oil level	_____ OK	_____ Needs Attention
Power steering fluid	_____ OK	_____ Needs Attention
Battery fluid	_____ OK	_____ Needs Attention
Windshield washer fluid	_____ OK	_____ Needs Attention
Radiator hoses	_____ OK	_____ Needs Attention
Air conditioning hoses	_____ OK	_____ Needs Attention

Coolant level	_____ OK	_____ Needs Attention
Brake fluid	_____ OK	_____ Needs Attention
Transmission fluid	_____ OK	_____ Needs Attention
Fan belts	_____ OK	_____ Needs Attention
Power steering hoses	_____ OK	_____ Needs Attention
Wiring insulation	_____ OK	_____ Needs Attention

## 2. Driver's Area - Engine Running

Engine Noise	_____ OK	_____ Needs Attention
Steering wheel "play"	_____ OK	_____ Needs Attention
Shift lever	_____ OK	_____ Needs Attention
Windshield wiper/Washer	_____ OK	_____ Needs Attention
Air conditioning/Heater	_____ OK	_____ Needs Attention
Front	_____ OK	_____ Needs Attention
Rear	_____ OK	_____ Needs Attention
Fire suppression/CNG detection test	_____ OK	_____ Needs Attention

Instrument gauges	_____ OK	_____ Needs Attention
Accelerator	_____ OK	_____ Needs Attention
Horn	_____ OK	_____ Needs Attention
Light switches	_____ OK	_____ Needs Attention
Emergency equipment - spare fuses, first aid kit, fire extinguisher, reflective triangle	_____ OK	_____ Needs Attention

## 3. Lights - Operation & Cleaning

Low beam	_____ OK	_____ Needs Attention
High beam	_____ OK	_____ Needs Attention
Front turn signal	_____ OK	_____ Needs Attention
Rear turn signal	_____ OK	_____ Needs Attention
Destination signal	_____ OK	_____ Needs Attention
Front	_____ OK	_____ Needs Attention
Side	_____ OK	_____ Needs Attention
Keypad	_____ OK	_____ Needs Attention

Four-way flashers	_____ OK	_____ Needs Attention
Instrument Panel	_____ OK	_____ Needs Attention
Dome/Courtesy	_____ OK	_____ Needs Attention
Parking/Clearance lights	_____ OK	_____ Needs Attention
Brake lights	_____ OK	_____ Needs Attention
Passenger door	_____ OK	_____ Needs Attention
Back-up lights	_____ OK	_____ Needs Attention
License plate	_____ OK	_____ Needs Attention

## 4. General Walk-Around

Overall body condition	_____ OK	_____ Needs Attention
Windshied clean	_____ OK	_____ Needs Attention
Leaks - oil, water, fuel	_____ OK	_____ Needs Attention
Exhaust system - no leaks	_____ OK	_____ Needs Attention
Rear view mirrors	_____ OK	_____ Needs Attention
Wood trim (trolley)	_____ OK	_____ Needs Attention

Cleanliness - inside/outside	_____ OK	_____ Needs Attention
Rear wheels/lug nuts	_____ OK	_____ Needs Attention
Rear tires - proper pressure	_____ OK	_____ Needs Attention
Front tires/lug nuts	_____ OK	_____ Needs Attention
Front tires - proper pressure	_____ OK	_____ Needs Attention

## 5. Brakes & Suspension

Parking brake	_____ OK	_____ Needs Attention
Service brake - leaks, unequal pulling, needs adjustment	_____ OK	_____ Needs Attention

Springs - front/rear	_____ OK	_____ Needs Attention
Shocks - front/rear	_____ OK	_____ Needs Attention
Front end alignment	_____ OK	_____ Needs Attention
Air brake test	_____ OK	_____ Needs Attention

## 6. Passenger Area

Entry steps secure	_____ OK	_____ Needs Attention
Seats secure	_____ OK	_____ Needs Attention
Emergency exits	_____ OK	_____ Needs Attention
Cargo secure	_____ OK	_____ Needs Attention

Handrails secure	_____ OK	_____ Needs Attention
Seat belts	_____ OK	_____ Needs Attention
Roof hatches	_____ OK	_____ Needs Attention

## 7. Wheelchair Lift

Access door	_____ OK	_____ Needs Attention
Hydraulic fluid levels	_____ OK	_____ Needs Attention
Electrical controls	_____ OK	_____ Needs Attention

Lift operations switch	_____ OK	_____ Needs Attention
Tie-down straps	_____ OK	_____ Needs Attention
Manual controls	_____ OK	_____ Needs Attention