

Weston Public Schools
Multi-Function Activity Bus
DAILY PRE-TRIP/POST TRIP INSPECTION LOG

Check that the following required equipment and vehicle components are present and in proper working order to ensure safe operation of the vehicle.

(Operators should immediately notify the school district of any defects)

	Pre-Trip	Post-Trip
1 Odometer Reading		
2 Wheels and Tires		
3 Lighting Devices		
a. Headlights (upper and lower beams)		
b. Directionals (front and rear)		
c. Stop lights		
d. Reverse lights		
e. Four-way flashers		
f. License Plate Light		
4 Brakes		
5 Mirrors		
6 Steering Wheel		
7 Exhaust		
8 Check Gauges/Fluid Leaks		
9 Doors - Front and Rear Door/Buzzer		
10 Windows		
11 Windshield Wipers and Washer Fluid		
12 Horn		
13 Interior of Vehicle		
a. Seatbelts		
b. Child Seats/Booster Seats (if necessary)		
c. Door warning device		
d. Clean Interior		
14 Heater and Defroster/Air Conditioner		
15 Current Registration		
16 Front and Rear Plates		
17 Current Inspection sticker		
18 Safety Equipment		
a. 2 chock blocks		
b. First Aid Kit		
c. Fire Extinguisher		
d. 3 Flares or safety triangles		
19 Fuel - fill tank if necessary What is the fuel level?		
20 Windows closed, doors locked, trash removed		

Comments/Concerns:



Signature of Operator:

Print Name:

Date :

Please leave completed form in the binder.