**Upshur Human Resources, Inc.**

**Pre-Trip Inspection**

**Name Bus Number**

**Check Major Headings Daily Check Items Listed Under Major Headings Only if Defects Exist**

**USE CODE:**

* **-- Ck O – Needs Repair X – Adjustment Made**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mileage** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** |
| **Date** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ENGINE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Oil Level & Leaks** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fuel Levels** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Steering Leaks** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Coolant Level** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Power Steering Fluid** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Belts** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Coolant Hoses** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Radiator Shutters** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Loose Wires & Hose Lines** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Clutch & Transmission** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fluid Level (Automatic)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Shifting** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Free Travel** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **BATTERY** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cables** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Connections** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TIRES & WHEELS** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Air Pressure** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tire Defects** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Wear** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Wheel & Lugs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Check Tread & Loose Caps** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **LIGHTS** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Head Lights & Signals** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Hazard Lights** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Clearance Lights** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Yellow Overhead Lights** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Red Overhead Lights** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Backing Light & Warning Signal** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **EXHAUST SYSTEM** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Leaks** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tail Pipe Opening** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SAFETY EQUIPMENT** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fire Extinguisher** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Emergency Reflectors Kit** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Horn** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Wipers & Blades** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Washers** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Mirrors** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Seat Belt** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Gauges** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **First Aid Kit (35 or 48 Unit)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Flaps** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Chains** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **BODY & CHASSIS** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Step well** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Seats** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Floor** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Windows** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Emergency Exit Signs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**I do hereby certify that I have performed the above pre-trip inspections. Revised 01/25/11**

**Signature Verifying Staff Signature**