

DAILY PRE TRIP INSPECTION FORM

ENGINE COMPARTMENT

- Oil level
- Transmission fluid (motor must be running)
- Alternator
- Brake fluid
- Hoses, wires & belts
- Coolant level
- Water pump
- Master Cylinder- (not leaking)
- Check under engine for leaks
- Power steering fluid
- Washer fluid filled ½ or better

INTERNAL INSPECTION

- **Safety/Emergency equipment:**
- **Fire extinguisher**—secure, charge in the green
- **3 Reflective triangles**
- **First aid kit** (accident and insurance papers)
- **Body fluid kit**
- **Seat belt cutter** (X 2 if 2013 or newer)
- Seat belt no fray,
- Steering wheel play
- Horn
- Rear view mirror/driver seat (adjusted/operational)
- Windows, windshield clear—(no damage)
- Outside mirrors adjusted—(no damage)
- Lighting Indicators (turn signal, 4 way flashers, headlamp, brake lamp, park brake lamp,
- Fuel gauge functional (1/2 full or better)

- Dash Lights/Gages
- Heater/Defroster
- Check gear shift lever, moves freely
- Parking brake (lug in gear)
- Service brake (roll forward)
- Windshield wipers/washers
- Seat bottoms/backs (no damage)
- **Door(s)/latch(s)**
- **Windows (operational)**

EXTERNAL INSPECTION

- Outside mirrors secure, no damage
- Lights (signals, stop, headlights, , license plate lamp, reverse lights, brake lights)
- Windows/Windshield—(clear no damage)
- Current license tabs
- Current State Inspection Sticker
- Fuel cap secure
- Fuel tank (no leaks)
- Tie rod secure—(right/left)
- Springs, shock absorbers- left/right (secure, not leaking)
- **Brakes**
- **Service, Parking,**
- Brake lines secure, no leaks
- Tires Front- 4/32" minimum tread
- Dual Tires Rear- 2/32" minimum tread
- Outside of tire not bulged, worn—no tire rub, proper PSI, no scuffing
- Exhaust pipe/tail pipe secure

WHEELCHAIR BUSES (IF EQUIPPED)

- Lift inspection—Fully deployed
- Straps and tie downs (stowed/secured)
- Anchor points,
- Evacuation blanket/seat belt cutter

Items marked in **bold** are safety items
Please contact the **Lead Mechanic (952-217-2607)** if any are missing or malfunctioning **before** leaving the lot/yard

This form must be signed prior to leaving the Lot/Yard, and kept in the Van at all times.