

## Pre-Trip Inspection Checklist

Identify mechanical issues, recognize safety concerns, and prolong the life of the vehicle.  
Proper inspection keeps the operator, passengers, and other roadway users safe.

### Approaching the Vehicle

NOTES: \_\_\_\_\_

Check for obvious defects on, around, or under the vehicle.

- |   |   |
|---|---|
| <input type="checkbox"/> Vehicle sits level & even          | <input type="checkbox"/> No visible leaks under the vehicle |
| <input type="checkbox"/> No damage, tampering, or vandalism | <input type="checkbox"/> No open or broken doors/windows    |

### Engine Compartment

NOTES: \_\_\_\_\_

Before starting the engine, perform a visual inspection of the engine compartment and note any problems.

- |  |   |
|--|---|
| <input type="checkbox"/> Engine fluids, transmission fluid, & fluid reservoirs                                     | <input type="checkbox"/> Belts ( <i>no more than 1/2" to 3/4" of play</i> ) |
| <input type="checkbox"/> Hoses   | <input type="checkbox"/> Electrical system wires & plugs                    |
| <input type="checkbox"/> Engine components<br>[Air Compressor; Water Pump; Alternator; Power Steering Pump; Other] |   |

*If visible from the engine compartment:*

- ☐ Steering components  
[Steering Gearbox; Steering Shaft/Steering Column; Pitman Arm; Drag Link; Upper & Lower Control Arms; Tie Rods]

### Electric Vehicle

NOTES: \_\_\_\_\_

The inspection and startup procedure for every electric vehicle varies.

- |   |  |
|---|--|
| <input type="checkbox"/> Status of on-board batteries         | <input type="checkbox"/> Battery coolant fluid level     |
| <input type="checkbox"/> Condition of charging cable & socket | <input type="checkbox"/> Electrical system wires & plugs |

### Operator Compartment

NOTES: \_\_\_\_\_

The operator compartment should be clean, organized, and adjusted for safe operation.

- |   |   |
|---|---|
| <input type="checkbox"/> Service door           | <input type="checkbox"/> Operator's seat belt |
| <input type="checkbox"/> Fire extinguisher      | <input type="checkbox"/> Operator's window    |
| <input type="checkbox"/> Reflective triangles   | <input type="checkbox"/> Seat belt cutter     |
| <input type="checkbox"/> First aid kit          | <input type="checkbox"/> Mirrors              |
| <input type="checkbox"/> Body fluid cleanup kit | <input type="checkbox"/> Windshield           |
| <input type="checkbox"/> Operator's seat        | <input type="checkbox"/> Steering column      |

*With the key ON:*

- ☐ General status of gauges, warning lights, & indicators  
☐ Antilock Braking System (ABS) light (*if equipped*)  
☐ Brake Failure warning lamp & buzzer (*if equipped*)

*With the engine RUNNING or the Electric Vehicle completely powered ON:*

- |  |   |
|--|---|
| <input type="checkbox"/> Perform an air brake check                            | <input type="checkbox"/> Headlights         |
| <input type="checkbox"/> Active status of gauges, warning lights, & indicators | <input type="checkbox"/> Clearance lights   |
| <input type="checkbox"/> Windshield wipers                                     | <input type="checkbox"/> Strobe light(s)    |
| <input type="checkbox"/> Defroster fan(s)                                      | <input type="checkbox"/> Interior light(s)  |
| <input type="checkbox"/> Heater fan(s)   | <input type="checkbox"/> Hazard lights      |
| <input type="checkbox"/> Dome light(s)   | <input type="checkbox"/> Red loading lights |
| <input type="checkbox"/> Amber student warning lights                          | <input type="checkbox"/> Horn               |

### Interior Check

NOTES: \_\_\_\_\_

The interior should be clean and organized with all components securely mounted and functional.

- |   |  |
|---|--|
| <input type="checkbox"/> Bus interior                         | <input type="checkbox"/> Seat frames                       |
| <input type="checkbox"/> Seat cushions                        | <input type="checkbox"/> Lap belts                         |
| <input type="checkbox"/> Wheelchair lift components & padding | <input type="checkbox"/> Emergency exits & warning buzzers |

Sources:

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Federal law, 49 CFR 396.11

Commercial Driver's License Pre-Trip Inspection

Industry Best Practices

[www.SchoolTrainingSolutions.com](http://www.SchoolTrainingSolutions.com)

## Pre-Trip Inspection Checklist

### Exterior Check

### NOTES:

Check the entire exterior and note any issues affecting the vehicle body, frame, suspension, tires, lights, and mirrors.

#### FRONT

- ☐ Red loading lights
- ☐ Crossing arm
- ☐ Headlights
- ☐ Turn signals

- ☐ Reflectors
- ☐ Front amber lights
- ☐ Lettering & numbering
- ☐ Vehicle body

#### LEFT

- ☐ Exterior lights
- ☐ Exterior mirrors
- ☐ Windows
- ☐ Turn signals
- ☐ Front frame, steering, suspension, & braking systems
- ☐ No visible grease streaks from wheel hubs
- ☐ Front wheel & tire in good condition w/ tight lug nuts
- ☐ Front tire inflated to pressure w/ correct tread depth

- ☐ Exterior doors
- ☐ Battery doors *(if equipped)*
- ☐ Lettering & numbering
- ☐ Vehicle body
- ☐ Rear wheel & tire(s) in good condition w/ tight lug nuts
- ☐ Rear tire(s) inflated to pressure w/ correct tread depth
- ☐ Rear suspension & braking systems components
- ☐ Rear axle seals *(if visible from the side)*

#### REAR

- ☐ Roof-mounted strobe light
- ☐ Rear clearance lights
- ☐ Red loading lights
- ☐ Taillights
- ☐ Turn signals, reflectors, & amber lights
- ☐ License plate
- ☐ License plate lights
- ☐ Exhaust & tailpipe

- ☐ Drive shaft & u-joints
- ☐ Visible frame
- ☐ Exhaust system
- ☐ Rear axle seals
- ☐ Lettering & numbering
- ☐ Mud flaps
- ☐ Vehicle body
- ☐ Rear emergency door opens, buzzes, & stays opened

#### RIGHT

- ☐ Exterior lights
- ☐ Exterior mirrors
- ☐ Windows
- ☐ Turn signals
- ☐ Exterior doors *(if equipped)*
- ☐ Front frame, steering, suspension, & braking systems
- ☐ No visible grease streaks from wheel hubs
- ☐ Front wheel & tire in good condition w/ tight lug nuts
- ☐ Front tire inflated to pressure w/ correct tread depth

- ☐ Lettering & numbering
- ☐ Vehicle body
- ☐ Fuel cap
- ☐ Diesel Exhaust Fluid (DEF) cap
- ☐ Diesel Exhaust Fluid (DEF) tank
- ☐ Rear wheel & tire(s) in good condition w/ tight lug nuts
- ☐ Rear tire(s) inflated to pressure w/ correct tread depth
- ☐ Rear suspension & braking systems components
- ☐ Rear axle seals *(if visible from the side)*

#### LIFT

- ☐ Lift door
- ☐ Hold-open strap/chain

- ☐ Lift components are operational & secure
- ☐ Run the lift through one complete cycle