

# PRE-TRIP VEHICLE INSPECTION PROCEDURES

Revised 7.1.19

This document is provided as an example of a Pre-Trip Inspection Form and can be adapted to suit the district individual needs. Completed forms must be kept for your school records.

Do not submit this form to the Nebraska Department of Education.

Pre-Trip Vehicle Inspection Form		<i>Initial to confirm the inspections have been completed</i>						
Vehicle No.		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other
<b>Visual Check of Vehicle Interior and Exterior for Suspicious Items.</b>								
<b>Under the Hood</b>	1. Water Level							
	2. Oil Level							
	3. Belts & Hoses							
	4. Fluid Leaks							
<b>Inside Vehicle</b>	5. Floor Clean							
	6. Seats & Windows							
	7. Emergency Equipment							
<b>Start Engine</b>	8. Oil Pressure							
	9. Air/Vacuum Pressure							
	10. Fuel Level							
	11. Heaters & Defrosters							
	12. Wipers & Washer							
	13. Service Door							
	14. Low & High Beam Indicator							
	15. Left Signal Indicator							
	16. Amber Warning Lights							
	17. Emergency Exit & Buzzer							
<b>Outside Vehicle</b>	18. Rear Clear Lights							
	19. Amber Warning Lights							
	20. Left Turn Signal, Rear							
	21. Brake & Taillights							
	22. I.D. Lights							
	23. Exhaust System							
	24. Tires & Wheels, Rear							
<b>Move to Front</b>	25. Headlights, High Beam							
	26. Clear Lights							
	27. Amber Warning Lights							
	28. Left Turn Signal, Front							
	29. Front Tires & Wheels							
	30. Crossover Mirror							
<b>Re-Enter Vehicle</b>	31. Both Rear View Mirrors							
	32. Low Beam Indicator							
	33. Right Signal Indicator							
	34. Red Warning Lights							
<b>Outside Vehicle</b>	35. Right Turn Signal, Front							
	36. Red Warning Lights							
<b>Move to Front</b>	37. Right Turn, Signal							
	38. Red Warning Lights							
<b>Re-Enter Vehicle</b>	39. Service Brakes							
	40. Parking Brake							

## Odometer

Mon. Tues. Wed. Thurs. Fri. Date:

Regular Route	Before	Am						Activity Trips	Before	Am					
	After	Pm					After		Pm						

Signature: \_\_\_\_\_