# Pre-trip inspections

## Schools must establish and maintain a record of pre-trip inspections.

## Tailor the checklist below for pre-trip inspections and record the result of the inspection in the Pre-Trip Inspection Record.

## Pre-Trip Inspection Checklist

*Listed in alphabetical order, not order of priority. Add additional items as needed*

| **Item(s)** | **Activity** |
| --- | --- |
| Brakes, gauges, and warning devices  | * check that no brake failure indicators, pressure/vacuum gauges, or other gauges and warning lights are not on (in alarm mode).
* check parking brake can be applied and removed
* test application of the brakes while the bus is in slow motion (after checking park brake if needed)
 |
| Doors & windows | * check the door opening and closing mechanism
* check the door interlock system
* check windows are secure and show no signs of damage
* check windows can open and close as specified
 |
| Emergency exit | * check emergency exit hammers are present and fitted
* check emergency exit doors and windows are secure and can be accessed and opened if needed (not blocked).
 |
| Engine Bay | * visual check for any visible leaks of any oil, fuel, water, refrigerant/coolant, hydraulic or brake fluid etc.
 |
| Fire extinguisher/s  | * check fire extinguisher/s are present
* check that extinguishers are in working condition
* Note: the checking that fire extinguishers are correctly charged may be undertaken at intervals specified by the fire extinguisher manufacturer by a qualified tester
 |
| Lights and reflectors  | * visual check that all reflectors and lenses are intact
* check that all lights internal/external are working
 |
| Mirrors  | * visual check of mirrors for security (fitted properly), damage, dirt, and grime that would prevent clear vision
 |
| Other | * check demister works (cold/wet days only)
* conduct horn test
* add other items that may be applicable
 |
| Signage and Devices  | * check that bus accreditation regulation signs and labels are in place and complete
* ensure reversing buzzer/warning sign is working
* ensure school bus signage and lighting is fitted when required
* ensure any other school related signage is in good condition
 |
| Structure and bodywork  | * visual check of all panels for damage
* visual check for structural integrity
 |
| Windscreen, wipers and washers  | * check wipers and windscreen washers
* ensure clear forward vision
* check reversing camera if fitted (note reversing should only occur under supervision and away from pedestrian movements)
 |
| Wheels and Tyres  | * visual check of wheel security (fitted properly)
* visual check of tyres for pressure and tread integrity (puncture/damage etc.)
 |

#### Pre-trip Inspection Record – School to complete

This form is used to record the result of a pre-trip inspection. Any defects should be recorded on the defect report and clearance form

| **Accredited Operator** | **Insert accredited operator** | **Vehicle**  | **Manufactured** |
| --- | --- | --- | --- |
| **Registration number:** | **Insert Bus Registration number** | **Insert vehicle Model** | **Insert vehicle manufactured date** |
| **Date** | **Odometer** | **Bus pre-trip inspection complete and bus approved for service** | **Defect found** (also enter on the defect and clearance report) | **Name of person who conducted inspection** |
|  |  | Yes / No – see defect |  |  |
|  |  | Yes / No – see defect |  |  |
|  |  | Yes / No – see defect |  |  |
|  |  | Yes / No – see defect |  |  |
|  |  | Yes / No – see defect |  |  |
|  |  | Yes / No – see defect |  |  |
|  |  | Yes / No – see defect |  |  |
|  |  | Yes / No – see defect |  |  |
|  |  | Yes / No – see defect |  |  |
|  |  | Yes / No – see defect |  |  |

Add additional lines as needed