# 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