

# TRAINING ACHIEVEMENT RECORD

To be filled out Daily By Trainer or Trainee.

Trainee Name \_\_\_\_\_ Training Class \_\_\_\_\_ Date \_\_\_\_\_

## PERFORMANCE LEVEL:

### CHECK ONE:

- Extremely Limited:** Can do simple safe driving tasks. Slow in understanding and applying principles. Needs to be told/shown repeatedly. Needs close supervision. Unsafe driving practice displayed.
- Partially Proficient:** Can do most tasks. Needs help on the harder parts of applying principles of driving. Strays occasionally from lessons. Drives too fast or slow. Needs some supervision.
- Competent:** Can do all safe driving task required, but no more. Occasionally drives too fast/slow for conditions. Needs only occasional supervision.
- Highly Proficient:** Can apply all safe driving techniques. (Applies concern on safety and image). Does not need supervision.

## KNOWLEDGE OF PROCEDURES, TECHNIQUES, PRINCIPLES OPERATING PROFICIENCY:

### CHECK ONE:

- Extremely Limited:** Has some difficulty learning or remembering safe driving techniques. Can drive a vehicle in the more simple maneuvers and situations.
- Partially Proficient:** Can identify and apply most safe driving techniques. Some personal interpretation or applications persist. Needs assistance in identifying more difficult decisions to be made.
- Competent:** Can identify and explain how and when safe driving techniques must be done. Needs very little assistance with interpreting instructions and procedures. Can analyze facts/principles.
- Highly Proficient:** Can analyze effectively solving problems and conditions quickly and accurately. Strives for improvement. Will ask for assistance interpreting difficult problems encountered.

**PERSONAL BEHAVIOR:**

**CHECK ONE:**

- Unreliable:** Inappropriate personal appearance, disruptive, uncooperative, disinterested, disrespectful.
  
- Occasionally Unreliable:** Cooperative, responsible, interested, respectful. Satisfactory appearance, occasionally absent.
  
- Consistently Reliable:** Reliable, cooperative responsible, interested, respectful, appropriate appearance, adds to conversations, arrives early, and misses no days.

Please check one.

- Recommend more training       Classroom       Behind Wheel
  
- Do not recommend more training--ok to Drive.
  
- Recommend trainee should be dropped from training.

TRAINEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TRAINER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR REVIEW  YES  NO

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# TRAINING COST

CLASS # \_\_\_\_\_ DATE STARTED \_\_\_\_\_ DATE FINISHED \_\_\_\_\_ 200 \_\_\_\_\_

## WAGES

Total behind the wheel hours of obstacle course \_\_\_\_\_ X Training Wage \$ \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
 Total behind the wheel hours of on-street driving \_\_\_\_\_ X Training Wage \$ \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
 Total classroom hours for instructor \_\_\_\_\_ X Training Wage \$ \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
 Total time per interview \_\_\_\_\_ X Total # Interviews \_\_\_\_\_ = Total Time \_\_\_\_\_ X Wage \_\_\_\_\_  
Cost of \$ \_\_\_\_\_  
 Total Wage Cost \$ \_\_\_\_\_

## MILEAGE

Total obstacle course miles \_\_\_\_\_ X Cost per mile \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
 Total on street miles \_\_\_\_\_ X Cost per mile \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
Total Miles Cost \$ \_\_\_\_\_

## REPAIRS

Total repair cost for parts \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
 Total hours of repair time \_\_\_\_\_ X Wage \_\_\_\_\_ Cost (from R.O.) \_\_\_\_\_ For mechanical program  
 Related directly to training \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
 Total repair cost for parts \_\_\_\_\_ X Wage \_\_\_\_\_ Cost (from R.O.) \_\_\_\_\_ For vehicles accidents  
 Related directly to training \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
Total Repair Cost \$ \_\_\_\_\_

## OTHER

Cost for training material both classroom & behind the wheel \$ \_\_\_\_\_  
 Each X number of trainees \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
 Cost for physicals \_\_\_\_\_ Each X Number of physicals \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
 Cost of drivers license check \_\_\_\_\_ Each X Number of checks \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
 Cost for recruiting ads for class \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
 Cost for application packet for class \_\_\_\_\_ X Number of applications \_\_\_\_\_ = Cost of \$ \_\_\_\_\_  
Total other Cost \$ \_\_\_\_\_

Total cost \$ \_\_\_\_\_ By number of drivers hired from class \_\_\_\_\_ = \$ Cost per driver \_\_\_\_\_

Total year to date training cost (includes above) \$ \_\_\_\_\_ By total year to date = \$ \_\_\_\_\_  
= Average cost per drive \$ \_\_\_\_\_

Comparison \$ \_\_\_\_\_ Cost per driver this class \$ \_\_\_\_\_ Cost per driver year to date \$ \_\_\_\_\_  
Difference \_\_\_\_\_

# TRAINING EXPENSE FOR TRAINER

CLASS# \_\_\_\_\_ CLASS STARTED ON \_\_\_\_\_

INSTRUCTORS NAME/NUMBER	TOTAL HOURS	TOTAL MILES

Total Instructor Hours \_\_\_\_\_ X Hourly Wage = \$ \_\_\_\_\_

Total Miles \_\_\_\_\_ X Cost Per Mile = \$ \_\_\_\_\_

Total Recruitment Cost \_\_\_\_\_

Total Interview Cost Wage & Material \$ \_\_\_\_\_

Total Other Cost Overhead \$ \_\_\_\_\_

Total Training Cost This Class \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

Number of Trainees Started Training \_\_\_\_\_

Number of Trainees Hired \_\_\_\_\_

Cost Per Trainee \$ \_\_\_\_\_ **Hired**





# DRIVER TESTING/EVALUATION

DRIVER'S NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_ EXPIRATION \_\_\_\_\_

DATE \_\_\_\_\_ SIZE OF VEHICLE \_\_\_\_\_ TYPE BUS USED C \_\_\_\_\_ T \_\_\_\_\_ H \_\_\_\_\_ V \_\_\_\_\_

BUS # \_\_\_\_\_ ROUTES \_\_\_\_\_

This is a record of : (Check One)  Test on course  Test off course  Evaluation one route   
 Training progress  Accident  Yearly performance was  Acceptable  Not acceptable please see  
 below. More training is needed  Yes  No Comments \_\_\_\_\_

ITEMS \_\_\_\_\_ DEMERITS \_\_\_\_\_ COMMENTS \_\_\_\_\_

**BRAKE USE**

Brakes in time   
 Smoothness   
 Parking brake   
 Reactions to hazards   
 On Turns   
 Smoothness of operation

**BACKING**

Mirror use   
 Control   
 Speed   
 Position before/after   
 Horn   
 Smoothness of operation

**CAUTION**

Observes traffic at intersections   
 Changing lanes   
 Merging traffic   
 Passing/being passed

**CLUTCH**

Riding clutch   
 Slipping clutch   
 Smoothness   
 Smoothness of operation

**GENERAL OPERATION**

Gauge use   
 Over rev   
 Lugging   
 Throttle use   
 Lane usage   
 Lane position   
 Signal use   
 Mirror use   
 Following distance   
 Steering   
 Speed   
 Awareness   
 Smoothness of operation





**PASSING AND BEING PASSED**

- Mirror use before passing
- Use of signal before/after passing
- Tailgating before passing
- Clearance after passing
- Illegal maneuver
- Smoothness of operation

**RAILROAD CROSSING**

- Use of mirrors before stopping
- Use of signal before stopping
- Pulling to far right for stopping
- Correct distance from tracks
- Transmission in neutral
- All fans/radios off/turn down
- Students quiet
- Looking and listening right/left twice
- Opens door before stopping
- Opens door after stopping
- Opens drivers window after stop
- Closes door before leaving
- Use of signal leaving stop
- Use of mirror before leaving
- Shifting gears while crossing
- Smoothness of operation

**SPEED CONTROL**

- Over speed limit
- Too fast for safety
- On turns
- On approaching corners
- Following distance
- Smoothness of operation

**SIGNALS--PROPER USE OF SIGNALS**

- Signal knowledge
- Not used on lane change
- Starting from curb
- On turns

**STOP SIGN/TRAFFIC SIGNAL**

- Obedience to signal/stop sign
- Position after stop
- Makes full stop
- Transmission in neutral while waiting
- Starts before signal changes
- Doesn't check traffic movement
- Smoothness of operation

**STUDENT MANAGEMENT**

- Students observe safety rules
- Noise level acceptable
- Avoids shouting/threats
- Students properly seated

**RIGHT TURNS**

- Use of Mirrors
- Use of signals
- Correct lane before turning
- Correct gear before turn
- Shifting in turn
- Swings too wide right turn

**RIGHT TURNS**

- Swings too wide left turn
- Cuts too short right turn
- Cuts too short on left turn
- Adequate time/space for turn
- Smoothness of operation

**LEFT TURNS**

- Use of mirror
- Correct lane before turning
- Correct lane after turn
- Correct gear before turn
- Shifting in turn
- Swings too wide right turn
- Swings too wide left turn
- Cuts too short right turn
- Cuts too short on left turn
- Adequate time/space for turn
- Smoothness of operation

**OTHERS**

- Conducted pre-inspection
- Conducted post-trip inspection
- Safety equipment as prescribed
- Use of seat belt
- Cleanliness of bus
- Personal appearance
- Route knowledge and schedule
- Overall courtesy on road
- Defensive driving
- Good driving habits
- Driver attitude toward job
- Driver attitude toward responsibility

**COMMENTS BY TESTER** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMENTS BY DRIVER** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**By signing below I understand what the tester has told me regarding my test.**

**Driver Please Sign Here** \_\_\_\_\_ **Date** \_\_\_\_\_

**By signing below I do not understand what the tester has told me regarding my test.**

**Driver Please Sign Here** \_\_\_\_\_ **Date** \_\_\_\_\_

**Request meeting with supervisor [ ] Yes [ ] No**

**I have been given a copy of this road test on this date [ ] Yes [ ] No**

**Driver's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Tester's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Copy: Parent  
Principal  
Supervisor  
Driver

**BUS DISCIPLINE REPORT  
UNIFIED SCHOOL DISTRICT**

Pupil Name \_\_\_\_\_

Home Address \_\_\_\_\_

Date \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

**Nature of Problem**

The above named has caused the driver trouble in the following areas:

Disobeyed driver	Tampered with the bus
Was too noisy	Threw Items
Put body out of the window	Used tobacco
Disturbed the driver	Carried illegal drugs
Distracted the driver	Eat or drank on the bus
Did not stay seated	Other

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Parent:

In the interest of safety, these incidents should not recur. Continued misconduct could lead to the denial of the right to ride the bus. We will appreciate your cooperation in this matter. Please sign this letter, which your child must present to the driver in order to ride the bus again.

Parent's Signature \_\_\_\_\_

1<sup>st</sup> Offense: The pupil is being warned \_\_\_\_\_

2<sup>nd</sup> Offense: The pupil may not ride unless he/she changes \_\_\_\_\_

3<sup>rd</sup> Offense: The pupil has been warned and he/she has not improved. Therefore, we will not transport the above until \_\_\_\_\_

Driver \_\_\_\_\_ Bus # \_\_\_\_\_

Principal \_\_\_\_\_ Supervisor \_\_\_\_\_





## EMPLOYEE CHECK LIST

NAME OF APPLICANT \_\_\_\_\_

APPLICANT INFORMATION	DATE	BY INITIAL	APPLICANT PLEASE SIGN BELOW
Application Received			
Date Stamped on Application			
Application Reviewed			
Written Test Given			
Written Test Reviewed By Applicant			
Job Description Given to Applicant			
Applicant Interviewed			
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>			
Drivers Abstract Received			
Drivers Abstract Reviewed			
Drivers License Reviewed			
School Bus License Reviewed			
First Aid Card Reviewed			
Physical Card Reviewed			
Social Security Card Reviewed			
Reference Checks Forms Made Out			
Reference Check Mailed ___ Phone ___			
Reference Reviewed			
Employment Eligibility Verification			
Pre Employment Drug Test Given			
Drug Test Reviewed With Applicant			
Police Check Made On Applicant			
Approved For Training			
<b>TRAINING INFORMATION</b>			
Tour of Transportation Dept.			
Understands Training Program			
Training Record Folder Made Out			
Driver Training Manual Given On			
Classroom Training Started On			
Completed Classroom Training			
Passed Final Written Test Score _____			
C.D.L. Papers Given Out For Written Test			
Taken C.D.L. Written Test At D.M.V.			
Behind The Wheel Training Manual Given			
Behind The Wheel Training Started On			
Completed Behind The Wheel Training			
Passed Final Off Road Driving Test			
Passed Final On Road - Road Test			
All Training Records Made Out			
C.D.L. Papers Given Out For Road Test			
C.D.L. Road Test Taken (D.M.V. Office)			
Physical Papers Given Out			
Physical Taken On			
Copy of Physical Card			
Copy of All Drivers License			
Copy of Social Security			
Copy of First Aid Card			
Approved For Employment			

<b>EMPLOYMENT INFORMATION</b>	<b>DATE</b>	<b>BY INITIAL</b>	<b>EMPLOYEE PLEASE SIGN BELOW</b>
Started Employment On			
Personnel Folder Made Out			
Training Records In Personnel Folder			
All Personnel Information In Folder			
W-4 Forms Made Out			
Time Card			
Gas Card Given # _____			
Transportation Handbook # _____			
Procedure And Policy Manual # _____			
ID Card Made			
Gate Key			
Driver Room Key			
Shoulder Patches Amount Given			
Uniforms Given Amount Given _____			
Date Person Goes Off Probation			
Road Test Given After First 30 Days			
Written Evaluation Before			
Probation Ends 30 Days			
Road Test Given After 60 Days			
Written Evaluation Before			
Probation Ends 60 Days			
Road Test Before Probation Expires			
Written Evaluation Before			
Probation Ends 90 Days			
Approved For Employment			
<b>AFTER EMPLOYEE PROBATION INFORMATION</b>			
Yearly Drug Testing			
Yearly Road Test			
Yearly Written Evaluation			
Yearly Drivers Abstract Reviewed			
Yearly Employment Contract Made Out			
Yearly Drug Testing			
Yearly Road Test			
Yearly Written Evaluation			
Yearly Drivers Abstract Reviewed			
Yearly Employment Contract Made Out			
Yearly Drug Testing			
Yearly Road Test			
Yearly Written Evaluation			
Yearly Drivers Abstract Reviewed			
Yearly Employment Contract Made Out			
Yearly Drug Testing			
Yearly Road Test			
Yearly Written Evaluation			
Yearly Drivers Abstract Reviewed			
Yearly Employment Contract Made Out			
Yearly Drug Testing			
Yearly Road Test			
Yearly Written Evaluation			
Yearly Drivers Abstract Reviewed			
Yearly Employment Contract Made Out			



EXIT EMPLOYMENT INFORMATION	DATE	BY INITIAL	EMPLOYEE PLEASE SIGN BELOW
Exit Interview			
All Exit Papers Completed			
Returned Training Manuals			
Classroom <input type="checkbox"/>			
Behind Wheel <input type="checkbox"/>			
Policy & Procedures Manual <input type="checkbox"/>			
Gate Key Returned			
Drivers Room Key Returned			
ID Card Returned			
Uniforms Returned			
Shoulder Patches Returned			
Next Address to Mail W-4			
Other Items Returned			
_____			
_____			
_____			

Would Rehire Yes \_\_\_\_\_

Would Not Rehire \_\_\_\_\_

Why Not \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Filed On \_\_\_\_\_ By \_\_\_\_\_





# DRIVER TRAINING RECORD

Driver Name: \_\_\_\_\_ SS# \_\_\_\_\_ Contract Name# \_\_\_\_\_

Unit #/Name/Contents	COMMENTS	DATE	CLASS HOURS	BTHW HOURS
<b>Unit 1 - INTRO/ORIENTATION</b>				
Video, "Drive for Excellent				
Primary Purpose				
Mission Statement				
Philosophy and Goals				
Policies -- Company, State Contract				
Operator Responsibilities				
Safety Culture				
Haz.Com (Right to Know)				
<b>UNIT 2 - DRUG FREE WORKPLACE</b>				
Overview of Drug Abuse Problem				
Video, "Drugs at Work"				
Drug Free Policy				
<b>UNITS 3 &amp; 13 - PRE-TRIP</b>				
Vehicle Familiarization				
Various Types of Vehicles				
Vehicle Components				
Familiarization of Lights Mirrors, etc.				
Transmission				
Vehicle Movement				
Radio Use				
Post Trip				
Placards (School)				
Videos				

<b>UNIT #/NAME/CONTENTS</b>	<b>COMMENTS</b>	<b>DATE</b>	<b>CLASS HOURS</b>	<b>BTW HOURS</b>
<b><u>UNITS 4 &amp; 15 - GENERAL</u></b>				
Defensive Driving				
Principals of Defensive Driving				
Videos				
<b><u>UNIT 5 &amp; 16 SPECIAL DEFENSIVE DRIVING</u></b>				
Loss of Traction				
Night Driving				
Weather				
Unexpected Hazards				
Videos				
<b><u>UNIT 6 - EMERGENCY PROCEDURES</u></b>				
Equipment				
Accident Procedures				
Evacuation				
Special Problems				
Videos				
<b><u>UNIT 7 &amp; 17 - PASSENGER LOAD &amp; UNLOAD</u></b>				
Approaching/Leaving Stops				
Designated Stops				
Driver Responsibility				
Wheelchair and Ambulatory Lift And Securement				
Procedures				
<b><u>UNIT 8 - PUBLIC RELATIONS</u></b>				
Driver Attitude				
Importance of Good Relations				
<b><u>UNIT 9 - SPECIAL NEEDS PASSENGERS</u></b>				
Driver Responsibility				
Behavior Problems				
PAT (Sensitivity Training)				

UNIT #/NAME/CONTENTS	COMMENTS	DATE	CLASS HOURS	BTW HOURS
<b>UNITS 10 ACTIVITY TRIPS/ CHARTER</b> Responsibility of Driver				
Extra Equipment				
<b>Special Considerations (Overnight, etc.)</b>				
Videos				
<b>UNIT 11- PASSENGER MANAGEMENT</b> School Board/Customer Requirements				
Unruly Passengers				
Discipline Problems				
Problem Solving				
Video				
<b>UNIT 12 - STD GENERAL INFORMATION</b> Servicing Stops				
Fares and Fare Boxes				
Destination Signs				
Street Network Training (Map Reading)				
Conflicts				

UNIT #/NAME/CONTENTS	COMMENTS	DATE	CLASS HOURS	BTW HOURS
<b>UNITS 14 PRECISION TRAINING</b>				
Shifting Procedures				
Turning				
Backing				
Parking				
Use of Signals				
Speed				
Space Cushion				
Lane Usage				
Railroad Crossing				
Hill Procedure				
MNT Driving				
Adverse Weather				
Starts and Stops				
Courtesy				

License # & Class \_\_\_\_\_ Permit # \_\_\_\_\_ State Certification \_\_\_\_\_  
 Total Behind-the-Wheel Training Hours \_\_\_\_\_ Total Classroom Hours \_\_\_\_\_  
 Training Completed \_\_\_\_\_ Date \_\_\_\_\_ Trainer \_\_\_\_\_  
 Driver \_\_\_\_\_ Manager \_\_\_\_\_  
 Comments \_\_\_\_\_

**RETRAINING**

Date: \_\_\_\_\_ Material Covered \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Manager \_\_\_\_\_ Trainer \_\_\_\_\_  
 Driver \_\_\_\_\_ Hours \_\_\_\_\_

Date: \_\_\_\_\_ Material Covered \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Manager \_\_\_\_\_ Trainer \_\_\_\_\_  
 Driver \_\_\_\_\_ Hours \_\_\_\_\_

COMMENTS : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# SCHOOL BUS DRIVER'S PRE-TRIP INSPECTION LOG

MARK AS FOLLOWS:

- ✓ = OK
- = Needs Attention

Use upper section of Box for AM  
 Use lower section of Box for PM  
 All items defective or requiring attention should be written up or on a Work Order  
 Initial log after each inspection

AM	
PM	

Date \_\_\_\_\_

Bus No. \_\_\_\_\_

Mirrors inside and out	AM						
	PM						
Emergency equipment	AM						
	PM						
Windshield and windows	AM						
	PM						
Windshield wipers and washers	AM						
	PM						
Brakes - Foot- pedal, hand	AM						
	PM						
Gauges, buzzers, and horn	AM						
	PM						
Steering and seat belt	AM						
	PM						
Heater/Defroster	AM						
	PM						
Interior lights - step and dome	AM						
	PM						
Seats/Floor	AM						
	PM						
Emergency Exits - windows - door and roof	AM						
	PM						
Back-Up Alarm	AM						
	PM						
Engine operation - gas and oil	AM						
	PM						
Anti-freeze and belts	AM						
	PM						
Tires and wheels	AM						
	PM						
Exhaust system	AM						
	PM						
Springs, hangers body clamps	AM						
	PM						
Headlights, marker lights	AM						
	PM						
Stoplights, taillights, and back-up lights	AM						
	PM						
Signals - turn, 4-way	AM						
	PM						
Flashers - yellow - red, stop arm	AM						
	PM						
	Drivers Initials						



## DAILY BUS INSPECTION

BUS # \_\_\_\_\_

DRIVER #1 _____	Driver #2 _____	Driver #3 _____
Miles Start _____	Miles Start _____	Miles Start _____
Miles Finish _____	Miles Finish _____	Miles Finish _____
Total _____	Total _____	Total _____

(✓) OK	(X) DEFECTIVE
--------	---------------

Item	Driver #1	Driver #2	Driver #3	Item	Driver #1	Driver #2	Driver #3
1. Belts/Hoses				22. Mirrors/Glass			
2. Oil Level				23. Door Operation			
3. Water Coolant				24. Heater/Defroster			
4. Fluid Leaks				25. Air Conditioner			
5. Tires/Lug Nuts				26. Wipers			
6. Head Lamps				27. Horn			
7. Turn Signals				28. Emergency Brake			
8. Tail Lights				29. Brakes			
9. Brake Lights				30. Dash Lights			
10. Back-up Lamps				31. Interior Lights			
11. Clearance/Hazard Lights				32. Interior Seating			
12. Back-up Horn/Beeper				33. Exhaust System			
13. Fire Extinguisher				34. Seat Belts			
14. First Aid/Accident Kit				35. Radio Operation			
15. Accident Packet				36. Steering Operation			
16. Emergency Reflectors				37. Speedometer			
17. W/C Tie downs/Lap Rest.				38. Gauges: Oil			
18. Emergency Door Alarm				Temp			
19. W/C Lift Operation				Vacuum			
20. W/C Lift Cover				Amp			
21. Vehicle Documentation:				39. Fare Box Vault Number			
School Bus Cert.				40.			
Insurance Cert.				41.			
Registration				32.			

### B O D Y   D A M A G E

FRONT VIEW

LEFT SIDE VIEW

RIGHT SIDE VIEW

REAR VIEW

--	--	--	--

Description of Defects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VCR # \_\_\_\_\_ Date: \_\_\_\_\_ Mechanic \_\_\_\_\_

**"A" SERVICE  
INSPECTION/LUBRICATION  
ONCE EACH MONTH**

Date \_\_\_\_\_ Bus # \_\_\_\_\_ Facility \_\_\_\_\_ RO # \_\_\_\_\_ Mileage \_\_\_\_\_

Date of last inspection \_\_\_\_\_ Inspection Completed by: \_\_\_\_\_

Check (✓) each item that meets inspection standards. Mark (X) each item needs attention and provide an explanation at the end of the section. Sign at the end of each completed section. (This form may be used for pre-delivery inspection)

- |  | (✓)<br>OK | (X)<br>Needs<br>Attn: |
|--|-----------|-----------------------|
| <b>PRE-ROAD TEST</b>                           |           |                       |
| 1. Check low airflow vacuum warning            | ( )       | ( )                   |
| 2. Start Engine check neutral safety           | ( )       | ( )                   |
| 3. Check air gov setting 120 psi HI 90 psi LOW | ( )       | ( )                   |
| 4. Test horn check gauges (eng. Cold)          | ( )       | ( )                   |
| 5. Check eng. Protection/alarm system          | ( )       | ( )                   |
| 6. Does choke operate properly?                | ( )       | ( )                   |
| 7. Check pedal travel (vacuum brakes)          | ( )       | ( )                   |
| 8. Parking park & emergency braking system     | ( )       | ( )                   |
| 9. Does throttle operate properly?             | ( )       | ( )                   |
| 10. Check heater, defroster & fan              | ( )       | ( )                   |
| 11. Check wiper & washer operation             | ( )       | ( )                   |

- |  | (✓)<br>OK | (X)<br>Needs<br>Attn: |
|--|-----------|-----------------------|
| <b>ROAD TEST</b>   |           |                       |
| 12. Test clutch operation  | ( )       | ( )                   |
| 13. Test gear shift operation  | ( )       | ( )                   |
| 14. Check steering control   | ( )       | ( )                   |
| 15. Check all gauges (engine "hot")                                  | ( )       | ( )                   |
| 16. Check eng. Run Smooth? Noises? Etc.                              | ( )       | ( )                   |
| 17. Perform ICC brake test for air/vacuum loss                       | ( )       | ( )                   |
| 18. All lights   | ( )       | ( )                   |
| 19. Test turn signals  | ( )       | ( )                   |
| 20. Test emergency 4-way flasher                                     | ( )       | ( )                   |
| 21. Test stop arm  | ( )       | ( )                   |
| 22. Test flashing lights   | ( )       | ( )                   |
| 23. Check all safety (1 <sup>st</sup> aid kit) etc.                  | ( )       | ( )                   |
| 24. Inspect ALL window glass condition                               | ( )       | ( )                   |
| 25. Check window mechanisms & opera.                                 | ( )       | ( )                   |
| 26. Check ALL seats in place & secure                                | ( )       | ( )                   |
| 27. Inspect for upholstery damage                                    | ( )       | ( )                   |
| 28. Check interior for loose/damage body panels, rails, floors, etc. | ( )       | ( )                   |
| 29. Check emerg. Exits operation warning device                      | ( )       | ( )                   |

**UNDER HOOD INSPECTION ENGINE OFF**

**FLUID LEVEL-ADD AS REQUIRED**

- |  | (✓)<br>OK | (X)<br>Needs<br>Attn: |
|--|-----------|-----------------------|
| 1. Check ALL fluid levels                    | ( )       | ( )                   |
| 2. Inspect clutch master cylinder            | ( )       | ( )                   |
| 3. Inspect brake master cylinder             | ( )       | ( )                   |
| 4. Check power steering hoses mntg           | ( )       | ( )                   |
| 5. Check battery, securement, term.          | ( )       | ( )                   |
| 6. Cleanliness of eng. Compartment           | ( )       | ( )                   |
| 7. Check all belts, adj/condition, alignment | ( )       | ( )                   |

**REMOVE AIR CLEANER HOUSING**

- |   | (✓)<br>OK | (X)<br>Needs<br>Attn: |
|---|-----------|-----------------------|
| 1. Check carb/choke controls, linkage fuel, vacuum, leakage connections | ( )       | ( )                   |
| 2. Check crankcase vent. Sys. PCV vale                                  | ( )       | ( )                   |
| 3. Check temp. & oil senc. Units & wire                                 | ( )       | ( )                   |
| 4. Inspect ignition wire condition                                      | ( )       | ( )                   |
| 5. Inspect. Dist. Cap/check oil connect                                 | ( )       | ( )                   |
| 6. Check alt. Mounting, terminals, etc.                                 | ( )       | ( )                   |
| 7. Check air compressor mntg. Lines                                     | ( )       | ( )                   |
| 8. Check up radiator & Heater hoses etc.                                | ( )       | ( )                   |
| 9. Check water pump bypass hose   | ( )       | ( )                   |
| 10. Check water pump shaft-end/side ply                                 | ( )       | ( )                   |
| 11. Check emission pump shaft-end/side ply                              | ( )       | ( )                   |
| 12. Check exhaust system. Visible from top                              | ( )       | ( )                   |

**UNDERSIDE INSPECTION (BUS LIFTED)**

- |   | (✓)<br>OK | (X)<br>Needs<br>Attn: |
|---|-----------|-----------------------|
| 1. Check steering thorough for leaks                            | ( )       | ( )                   |
| A. Test torque 1 steering box, bolt etc.                        | ( )       | ( )                   |
| B. Check fix coupling bolts                                     | ( )       | ( )                   |
| 2. Check steering linkage for looseness                         | ( )       | ( )                   |
| A. Tie rods & idler arm   | ( )       | ( )                   |
| B. Power assist linkage & cylinder                              | ( )       | ( )                   |
| 3. Check steering stop adjustment                               | ( )       | ( )                   |
| 4. Test torque 1 (of 4) FRONT SPRING U-bolt and record (ft/lbs) | ( )       | ( )                   |
| 5. Check ALL spring leaks for breaks                            | ( )       | ( )                   |

**AROUND BUS INSPECTION (KEY OFF)**

- |  | (✓)<br>OK | (X)<br>Needs<br>Attn: |
|--|-----------|-----------------------|
| 1. Inspect mirror condition and mntg.                                    | ( )       | ( )                   |
| 2. Inspect body condition, paint & lettering                             | ( )       | ( )                   |
| 3. Check emergency exit (from outside)                                   | ( )       | ( )                   |
| 4. Check entry door operation & seals                                    | ( )       | ( )                   |
| 5. Check ALL spring leaks for breaks & shock abs. For leakage & mounting | ( )       | ( )                   |
| 6. Check ALL spring front/rear mount                                     | ( )       | ( )                   |
| 7. Check Stemco seal level for leak                                      | ( )       | ( )                   |
| 8. Test torque 1 (of 4) REAR spring U-bolt and record (ft/lbs)           | ( )       | ( )                   |

	(✓) OK	(X) Needs Attn:
<b><u>UNDER ENGINE INSPECTION</u></b>		
1. Check lower radiator hose/clamps	( )	( )
2. Check auto/trans. Cooler lines at radiator & trans. for leaks	( )	( )
3. Check freeze plugs	( )	( )
4. Check exhaust manifold	( )	( )
A. Leakage and cracks	( )	( )
B. Looseness, other	( )	( )
5. Check exhaust heat riser oper.	( )	( )
6. Check valve cover gaskets leaks	( )	( )
7. Check for other engine leakage Specify	( )	( )
8. Check fuel pump/connections leaks	( )	( )
9. Check start motor mounting bolts & electric connection	( )	( )
10. Check clutch play, adj. Linkage	( )	( )
11. Check auto/manual trans.-leakage	( )	( )
12. Check condition of trans.-mounted pkg. Brake lining thickness, linkage	( )	( )
13. Check U-joints for looseness; specify	( )	( )
14. Check slip yoke for looseness	( )	( )
15. Check drive shaft condition	( )	( )
16. Check all yokes for proper align	( )	( )
17. Check drive shaft ctr. Brks/leak	( )	( )
18. Check differential fluid level	( )	( )
19. Check open vent	( )	( )
20. Check manual transmission fluid	( )	( )
21. Check exhaust pipes & hangers	( )	( )
22. Check mufflers and clamps	( )	( )
23. Check tail pipes and hangers	( )	( )
24. Check fuel lines-FROM PUMP TO TANK leakage, routing, hose cracking	( )	( )
25. Check fuel tanks for leaks, mtng	( )	( )
26. Check condition of wiring along frame rails-properly fastened?	( )	( )

**AIR BRAKE INSPECTION**

1. Check FRONT brake chmbrs. relay valves, lines mounting & leakage	( )	( )
2. Check condition slack adj. & linkage	( )	( )
3. Check ALL lines of chassis leakage and routing	( )	( )
4. Check ALL aid tanks-mtng & leakage	( )	( )
5. Check REAR brake chmbrs. relay valves, lines mounting & leakage	( )	( )
6. Check rear wheel seals-leakage	( )	( )
7. Check rear stack adj. & linkage	( )	( )
8. Check 121 sys. (if app.) tanks, wiring, check valves	( )	( )
9. Drain air tank	( )	( )
10. PERFORM complete brake adjustment	( )	( )
11. Check service brake app drop PSI	( )	( )

**HYDRAULIC BRAKE INSPECTION**

	(✓) OK	(X) Needs Attn:
1. Check vacuum booster, connections, fittings, mountings	( )	( )
2. Check ALL hydraulic lines for routing, leakage cracking	( )	( )
3. Check ALL backing plates, wheel cylinders for leakage	( )	( )
4. PERFORM COMPLETE BRAKE ADJUSTMENT	( )	( )

**BODY TO CHASSIS MOUNTING INSPECTION**

1. Inspect all body hold down bolts	( )	( )
2. Lubricate all fittings	( )	( )

**TIRE INSPECTION REAR**

1. Check condition cuts, sidewalls etc.	( )	( )
2. Measure & record tread depth L_____/32    R_____/32	( )	( )

**TIRE INSPECTION REAR**

1. Check condition cuts, sidewall, etc.	( )	( )
2. Measure & record depth L/O_____/32;    L/I_____/32 R/O_____/32;    L/I_____/32	( )	( )

**AIR PRESSURE**

1. Inflate all tires to specifications	( )	( )
2. Check axle flange & lug nuts	( )	( )

**LOWER BUS**

1. load test battery	( )	( )
2. Perform starter draw volt test: Drop Test Volts	( )	( )

**START ENGINE**

1. Perform charge system output record: Amps _____ Volts _____	( )	( )
2. Check auto transmission fluid level-add	( )	( )
3. Recheck choke & throttle linkage operation, PCV valve, all vacuums	( )	( )
4. Reinstall air cleaner & remove test equipment, close hood, ROAD TEST	( )	( )

DEFECTS NOTED IN ROAD TEST: \_\_\_\_\_

**"B" SERVICE  
LUBRICATION**

(Gas Engines Only--Every 3,000 Miles)

Date \_\_\_\_\_ Bus # \_\_\_\_\_ Facility \_\_\_\_\_

Mileage \_\_\_\_\_ Date of Last Service \_\_\_\_\_ RO # \_\_\_\_\_

To be used with the "A" Inspection. Check (✓) each item when finished:

Lube \_\_\_\_\_

Change engine oil \_\_\_\_\_

Change engine oil filter \_\_\_\_\_

Check radiator cap test \_\_\_\_\_

**"B" SERVICE  
LUBRICATION**

(Diesel Engines Only--Every 6,000 Miles)

Date \_\_\_\_\_ Bus # \_\_\_\_\_ Facility \_\_\_\_\_

Mileage \_\_\_\_\_ Date of Last Service \_\_\_\_\_ RO # \_\_\_\_\_

Service Completed By: \_\_\_\_\_

To be used with the "A" Inspection. Check (✓) each item when finished.

Lube \_\_\_\_\_

Change engine oil \_\_\_\_\_

Change engine oil filter (s) \_\_\_\_\_

Check water filter (if applicable) \_\_\_\_\_

Check radiator cap test \_\_\_\_\_

**KANSAS SCHOOL TRANSPORTATION REGULATION**

KAR 91-38-7(a) through (d) PAGE 16, KANSAS REGULATION MANUAL.

**DRIVER INSTRUCTIONS**

1. Please write legibly.
2. Initial The Daily Column, Indicating The Bus Has Been Properly Inspected.
3. Driver **Shall** Check Each Item And Complete The Inspection Report Each Time A Bus Is Used.
4. If The Bus Is Stopped By A Law Enforcement Office, The Officer May Request To See The Daily Bus Inspection Log.

**INSPECTION**

<b><u>INITIAL</u></b>	<b><u>INTERIOR</u></b>	<b><u>INITIAL</u></b>	<b><u>EXTERIOR</u></b>	<b><u>INITIAL</u></b>	<b><u>UNDER HOOD</u></b>
	Emergency Equipment		Stop Arm		Water Level
	Start Engine		Mirrors		Oil Level.
	Check Seat Belt		All Lights		Belts and Hoses
	Lift (If Equipped)		All Glass		Fluid Leaks
	All Panel Switches		Fuel Tank & Cap		
	Wiper & Washers		All Tires And Wheels		
	Service Door		Exhaust System		
	Headlights (High/Low)		Rear Emergency Exit		
	Clearance Lights				
	Turns Signals				
	Hazard Lights				
	8 Light System				
	Interior Lights				
	Interior Mirror				
	Interior & Seats				
	Body Fluid Kit				
	Gauges				
	Horn				
	Service Brakes				
	Parking Brakes				

## DRIVER'S DAILY PRETRIP INSPECTION

WEEK OF \_\_\_\_\_, 20\_\_\_\_

Driver's Name \_\_\_\_\_ Bus # \_\_\_\_\_

**Instructions:** Fill in Date by Day of Week Make an Inspection of the Following Items (1-35) Daily Before Starting Your Runs, Initial Column 3 After You Have Completed Your Daily Inspection. If Repairs are Needed, the Driver shall Fill In Column 4 With the Appropriate Item Number(s). Let the Mechanic Fill In Columns 5-7 As the Repairs are Completed.

1	2	3	4	5	6	7
Day	Date	Inspection Completed Initials	Repairs Needed Item Number(s)	Repairs Completed Item Number(s)	Mechanic's Initials	Repairs Not Completed Item Number's
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

**NOTE** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### ITEMS 1-35 FOR DAILY BUS PRETRIP INSPECTION

<p><b>OUTSIDE INSPECTION:</b> start the engine and with the engine running then start from the right service door and proceed counter clockwise around the school bus checking essentially in the following Order.</p>	<p><b>INSIDE INSPECTION:</b> While inside the bus, check the following Items.</p>
1. School Bus Identification Painting & Lettering	19. Windows--Windshield/Side
2. Crosswalk Mirrors	20. State Safety Inspection
3. Headlights Hi/Lo Beams	21. Windshield Wipers
4. Turn Signals -R/L & Front/Rear	22. Horn
5. Flasher Warning Lights - Front/Rear	23. Heater & Defroster Device
6. Clearance Lamps - Front/Rear	24. Interior Lights
7. Hazard Warning Lights	25. Rear-Vision Mirrors
8. Front Tires - R/L	26. Parking Brake
9. Steering, Front Brakes, Tubing, Hoses, Suspension & Wheels	27. Emergency Door Buzzer
10. Fuel Tank	28. Condition of Seats
11. Left Side of Bus - Reflectors & Side Marker Lamps	29. Cleanliness
12. Rear Tires - R/L	30. Brake Warning Device
13. Rear Brakes, Tubing, Hoses, Suspension & Wheels	31. First Aid Kit
14. Stop Lamps - R/L (Rear of Bus)	32. Flags & Red Emergency Reflector
15. Tail Lamps - R/L (Rear of Bus)	33. Fire Extinguisher - Pressure/Type
16. Reflectors (Rear of Bus)	34. Driver's Seat Belt
17. Right Side of Bus - Reflectors	35. Engine operation
18. Exhaust System	

**DAILY SCHOOL BUS INSPECTION**  
**BUS # \_\_\_\_\_ YEAR 20\_\_\_\_**

	<u>JAN</u> AM PM	KDG AM PM	ACT TRIP	FLD TRIP	<u>FEB</u> AM PM	KDG. AM PM	ACT TRIP	FLD TRIP	<u>MAR</u> AM PM	KDG. AM PM	ACT TRIP	FLD TRIP	<u>APR</u> AM PM	KDG. AM PM	ACT TRIP	FLD TRIP	<u>MAY</u> AM PM	KDG. AM PM	ACT TRIP	FLD TRIP	
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DAILY INSPECTION

BUS # \_\_\_\_\_ YEAR 20\_\_\_\_

	<u>JUNE</u> AM PM	KDG. AM PM	ACT TRIP	FLD TRIP	<u>JULY</u> AM PM	KDG. AM PM	ACT TRIP	FLD TRIP	<u>AUG.</u> AM PM	KDG. AM PM	ACT TRIP	FLD TRIP	<u>SEPT.</u> AM PM	KDG. AM PM	ACT TRIP	FLD TRIP	<u>OCT.</u> AM PM	KDG. AM PM	ACT TRIP	FLD TRIP	
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**DAILY SCHOOL BUS INSPECTION**  
**BUS # \_\_\_\_\_ YEAR 20 \_\_\_\_\_**

	<u>NOV.</u> AM PM	KDG. AM PM	ACT TRIP	FLD TRIP	<u>DEC.</u> AM PM	KDG. AM PM	ACT TRIP	FLD TRIP
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DAILY TRAINEE PROGRAM

DATE \_\_\_\_\_

PLACE STUDENT NAME AND CLASS NUMBER IN SQUARES

DAY		CLOSE COURSE			
	ORIENTATION	CADET	TESTING	DRIVING	TEST
Monday					
Monday					
Monday					
Monday					
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