

OHIO PRE-SERVICE SCHOOL BUS PRE-TRIP/POST-TRIP EVALUATION FORM

Items marked with * denote pre-trip inspections items required by OAC 3301-83-11 and/or 3301-83-12

Driver: _____ Date: _____ Score: _____ FINAL EVALUATION: YES NO

School/Agency: _____ Bus #: _____ Bus Type: C T MS

OBI: _____ Mileage: _____

1. Mark items inspected with ✓ 2. Mark items missed/defects with a circle 3. Draw line through items not used and mark with NA
Items with an * are required by rule. "Automatic failure if missed" items are indicated below.

START TIME for Pre-Trip: _____ TOTAL TIME for Pre-Trip: _____

Number of errors _____ x2 points = Total points to deduct

Deduct total points from 100 and enter score at top of page. 80 or above is passing.

D = Door, **T** = Tread,
R = Rail, **F** = Front,
S = Side, **R** = Rear,
A = Air, **C** = Coolant,
F = Fuel, **O** = Oil, **PS** =
Power Steering Fluid

STEP I. OVERVIEW

- ☐ *Leaning¹
- ☐ *Damage to Bus
- ☐ Hazards
- ☐ *Entry Check D-T-R
- ☐ OSHP Sticker

STEP II. ENGINE COMPARTMENT

- ☐ *Hood/Hinges
- ☐ Moisture
- ☐ *Leaks A-C-F
- ☐ *Wiring
- ☐ *Hoses
- ☐ *Belts
- ☐ Fluids O-C-PS
- ☐ Transmission Fluid (Weekly)
- ☐ Steering System
 - ☐ Steering Shaft
 - ☐ Gear Box
 - ☐ Hoses
 - ☐ Pittman Arm
 - ☐ Drag Link
 - ☐ Steering Arms
 - ☐ Tie Rod
- ☐ Washer Fluid

STEP III. INSIDE CAB

Safety Equipment

- ☐ *Fire Extinguisher
- ☐ *Reflectors
- ☐ Fusees
- ☐ *First Aid Kit
- ☐ Emergency Assistance Cards
- ☐ Body Fluid Kit
- ☐ Circuit Breakers/Fuses
- ☐ *Driver Seat/Belt
- ☐ Steering/*Horn
- ☐ *Windshield
 - ☐ *Mirrors
 - ☐ Visor

Gauges and Brake Check

- ☐ *Safe Start Procedure
- ☐ ABS Light
- ☐ *Oil
- ☐ Fuel
- ☐ *Ammeter/Voltmeter
- ☐ *Alternator
- ☐ *Temperature
- ☐ DEF
- ☐ *Transmission Engages in All Gears
- ☐ Parking Brake
- ☐ *Service Brake

*Air Brake Test

Automatic failure if not in proper sequence

- ☐ Air Gauge and Governor Cutoff
120 psi – 140 psi
- ☐ Service Brake 3 psi
- ☐ Low Pressure Light/Buzzer 55 psi
- ☐ Emergency Spring Brake 45 psi - 20 psi

*Hydraulic Brake Test

- ☐ Pump 3 times – hold 5 seconds

Control Panel Indicator Lights & Switches

- ☐ *Instrument Panel Lights
- ☐ *Turn Signal: Left, Right
- ☐ *Hazard Lights
- ☐ *High Beams
- ☐ *Windshield Wipers/Washer
- ☐ *Dome Lights
- ☐ Noise Suppression Switch
- ☐ *Fans
 - ☐ *Heaters
 - ☐ *Defroster
 - ☐ Air Conditioner
- ☐ Radio Check
- ☐ *Master Warning Lights: Amber, Red
- ☐ *Override
- ☐ *Service Door Step Light

STEP IV. INSIDE AND WALKTHROUGH

- ☐ *Amber Warning Lights: Front, Rear
- ☐ *Seats
- ☐ *Emergency Exits
 - ☐ *Windows
 - ☐ *Roof
- ☐ *Strobe Light

STEP V. WALK-AROUND

Bus Body

- ☐ *Mirrors and Brackets
- ☐ *Reflectors F-S-R
- ☐ Reflective Tape F-S-R
- ☐ *Stop Sign/Crossing Arm
- ☐ Emergency Door
 - ☐ Floor Cleanliness
- ☐ *Wheelchair Access
 - ☐ Operate Door
 - ☐ Operate Lift

Front Axle

- ☐ *Tires
 - ☐ *Inflation
 - ☐ *Condition
 - ☐ *Tread Depth
 - ☐ *Rims
- ☐ *Lugs
- ☐ *Hub Oil Seal

- ☐ Suspension
 - ☐ Mounts
 - ☐ Springs
 - ☐ U-Bolts
 - ☐ Shocks
- ☐ Front Brakes
 - ☐ Hoses/ABS Contaminants
- ☐ Mud Flaps

Chassis

- ☐ Frame
- ☐ *Battery Box
- ☐ Drive Shaft
- ☐ *Exhaust System
- ☐ Fuel: *Tank, Cap, Cage
- ☐ DEF Tank/Cap

Rear Axle

- ☐ *Tires
 - ☐ *Inflation
 - ☐ *Condition
 - ☐ *Tread Depth
- ☐ *Rim
- ☐ *Lugs
- ☐ Axle Seal
- ☐ Bud Type Wheels or Spacer
- ☐ *Mud Flaps
- ☐ Suspension
 - ☐ Mounts
 - ☐ Springs/Air Bags
 - ☐ U-Bolts
 - ☐ Shocks
- ☐ Rear Brakes Hoses/ABS Contaminants

Lights

- ☐ *Clearance Lights: F S R
- ☐ *Warning Lights: F S R
- ☐ *Turn Signals: Left – F S R, Right – F S R
- ☐ *Hazard Lights: F S R
- ☐ *Headlights: High Beam, Low Beam
- ☐ *Taillights
- ☐ *Brake Lights
- ☐ *Back-up Lights
- ☐ *Beeper

STEP VI. POST-TRIP PROCEDURE

- ☐ *Set Parking Brake
 - ☐ Put in Neutral
- ☐ Turn Off All Switches
- ☐ *Check Seats for Damage and Interior for Cleanliness
- ☐ ***CHECK FOR STUDENTS**
 - ***Automatic failure if not completed***
- ☐ Complete Report

ADDITIONAL/OPTIONAL EQUIPMENT

OBI Signature: _____

Revised 7/2025

Driver Signature: _____

¹This inspection is intended to help uncover a defect in one or more pre-trip inspection items required by OAC 3301-83-11 including but not limited to the tires, wheels, frame, and potential vandalism