

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: _____ END 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 ABS Light
- ☐ *Oil
- ☐ Fuel
- ☐ *Ammeter/Voltmeter
- ☐ *Alternator
- ☐ *Temperature
- ☐ DEF
- ☐ *Transmission Engages in All Gears
- ☐ *Parking Brake
- ☐ *Service Brake
- ☐ Suspension

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 <u>Bus Body</u> ☐ *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 <u>Front Axle</u> ☐ *Tires *Inflation *Condition *Tread Depth ☐ *Rims ☐ *Lugs ☐ *Hub Oil Seal	- Mounts - Springs - U-Bolts - Shocks ☐ Front Brakes - Hoses/ABS Contaminants ☐ Mud Flaps <u>Chassis</u> ☐ Frame ☐ *Battery Box ☐ Drive Shaft ☐ *Exhaust System ☐ Fuel: *Tank, Cap, Cage ☐ DEF Tank/Cap <u>Rear Axle</u> ☐ *Tires *Inflation *Condition *Tread Depth ☐ *Rims ☐ *Lugs ☐ Axle Seal ☐ Bud Type Wheels or Spacer ☐ *Mud Flaps ☐ Suspension - Mounts - Springs/Air Bags - U-Bolts - Shocks ☐ Rear Brakes Hoses/ABS Contaminants	<u>Lights</u> ☐ *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 - <i>Automatic failure if not completed</i> ☐ Complete Report ADDITIONAL/OPTIONAL EQUIPMENT
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OBI Signature:_____

Revised 10/2025

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