

BRIGHTVIEW BUS LINES LTD. DAILY TRIP INSPECTION CHECKLIST

Operator's Name:	Operator's Signature:
Month:	Year:

*To be completed daily – items listed below are to be checked and recorded on reverse side of this form.
✓ = Satisfactory; * = Defect(s) to be addressed – write details in table below*

Date	Time	License Plate	Odometer Reading	Under the Hood	Engine Start-up	Interior	Outside Lights	Exterior	Final Check
01									
02									
03									
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*Defect(s) Found:	Date Fixed:	Signature:

Note: The vehicles identified on this report have been inspected in accordance with NSC Standard 13, Schedule 2 requirements. A Daily Trip Inspection is valid for 24 hours and must be produced to a Peace Officer upon demand. For regular routes a post trip inspection is required in the AM, PM and upon completion of field trips.

1. Under the Hood

- a. Fluid leaks (on the ground)
- b. Oil, coolant, windshield washer
- c. Power steering, brake fluid, transmission fluid
- d. Wires, hoses, clamps, radiator cap, air filter
- e. Fan blades / belts / steering
- f. Inside tire area / brake lines, tire walls, rims
- g. Leaf springs, shocks, frame, bolts, hangers, cross members, steering system

2. Engine Start-up

- a. Brake hydro boost system – before starting
- b. Warning lights and gauges – ensure adequate fuel (1/2 tank minimum is recommended)
- c. Strobe light / video camera
- d. Horn (to be used when backing)
- e. Interior lights and step well light
- f. Turn signal indicators work on dash
- g. Unusual engine noises

3. Interior

- a. Operator window opens and closes easily / entrance door operation
- b. Seats and backs (secure and check for damage)
- c. First aid kit, fire extinguisher, triangles, vests
- d. All emergency windows and exits (open/close easily) alarm only for roof hatch
- e. All windows (including sealed windows)
- f. All vehicle documents (including route map, fan out, seating plan, fuel card, field trip permission)

4. Outside Lights

- a. Hazard lights / turn signals (front, rear and side)
- b. 8-way alternating lights (amber and red)
- c. Stop sign lights
- d. Headlights (high & low beams)
- e. Stop, tail clearance and license plate lights
- f. Reverse lights and backup alarm

5. Exterior

- a. General cleanliness / appearance: all lights, signs, mirrors, windshield and windows clean, secure and check for damage
- b. Crossing gate / stop arm
- c. Battery
- d. Visually check suspension, shocks, leaf springs, frame. Ensure that exhaust is secure and that there is nothing loose or hanging
- e. Under the bus for leaks: drive train, exhaust, fuel tanks, axle seals
- f. Tires, wheels, lug nuts and between duals
- g. Rear door: easy open and close: seals good
- h. Fuel filler cap – snug and secure
- i. License plate and validation sticker / CVIP sticker

6. Final Check and On the Road

- a. Adjust seat, adjust mirrors, fasten seat belt
- b. Check park brake, foot brake and clutch
- c. Check steering for excessive play – any operation concerns – i.e.; unusual noises / vibrations etc.
- d. Wheelchair lift
- e. Door / securing mechanism
- f. Belts / tie-down straps
- g. Lift operation / manual / hydraulic (leaks)
- h. Check access light

7. Post Checks (needs to be completed AM, PM and upon completion of field trips)

- a. Check for students / belongings / damage / exterior walk around
- b. General housekeeping (sweep floors if required)
- c. Ensure adequate fuel (1/2 tank minimum is recommended)