

Bus Inspection Form

First Southern Baptist Church
Larned, KS 67550

Drivers Name:			
Date:		Number of Passengers:	
Trip Destination:			
Emergency Contact:		Phone:	
Mileage Start:		Mileage End:	
What condition did you find the bus?		Gas tank full?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Bus clean?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What condition did you leave the bus?		Gas tank full?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Bus clean?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:			
Drivers Signature:			

Driver's Safety Checklist: (record or report any problems)

- Before entering the vehicle, walk around the vehicle and inspect its overall condition.
- Check condition of tires and if they are properly inflated (60-65 PSI)
- Look under the vehicle for any fluid leaks.
- Look behind the vehicle for any obstructions.
- Verify spare tire, jack, first aid kit, flashlight, fire extinguisher, and safety triangles are in the bus.

- Look under the hood for any loose wires or hoses. Check the levels of washer fluid, oil, transmission, and power steering fluid. Check fan belts.
- Start the vehicle. Have someone stand outside and test the lights, turn signals, and brake lights. Look for any broken lights.
- Test the brakes by putting the vehicle in gear while holding your foot on the brake. Test the parking brake by putting the vehicle in gear with the parking brake engaged.
- Test the horn, wipers, fans, and defroster.
- Make sure you have unobstructed views of all windows and mirrors.
- Test the emergency door, buzzer, lights and rear camera.
- Check that all seats have seatbelts and they are in good condition and the passengers are using them.
- Do not exceed the maximum passenger limit for the vehicle.
- Leave a copy of passenger log in church office.
- Return this completed form after Bus use to any Church Bus Committee member or to the church office..