

**KDOT PUBLIC TRANSPORTATION
PRE-TRIP INSPECTION**

Vehicle #: _____ Odometer (Beginning of the week): _____ Week of: _____

Check Daily		Days of the Week to be checked:						
		Mon	Tue	Wed	Thur	Fri	Sat	Sun
Exterior	Tires -Check the tread depth, pressure, and overall condition.							
	Windows/Mirrors/Windshield Wipers -Verify windows and mirrors are not cracked or broken. Check functionality of windshield wipers.							
	Lights & Reflectors -Check all exterior lights, make sure all lights are functioning properly							
	Leaks -Look under the vehicle for all types of fluid.							
	Body Damage – Check exterior of bus for damage. (If damage is present, refer to Vehicle Damage Report Form.)							
Interior	Seats/Seatbelts/Safety restraints -Check for damaged seats. Check that all belts and restraints are available, functioning, and in good condition.							
	Cleanliness/Items Secured -Check for overall cleanliness of the interior of the vehicle and secure all items inside vehicle.							
	Radio/ Communication Equipment -In good working order.							
	Climate Control – Check functionality of heating and/or air conditioning units							
	Emergency Equipment -Check fire extinguisher (on board, fully charged, secured), web cutter, first aid and bloodborne pathogen kit, triangle warning kit, and drag blanket (if applicable).							
	Warning Lights/Gauge Levels – Visually check all gauges and report any warning lights that appear on dash.							
	Emergency Door, Roof Hatch, Windows -Check that all are accessible and in good working order.							
	Wheelchair Lift (if available)-Cycle lift. Pay special attention to the wheelchair securement system and how it operates. Double check safety barriers and make sure the lift runs smoothly.							
Check Weekly		Checked for Week: (Fill in Day of Week that Inspection was performed.)						
Internal	Oil -Verify the oil level is between add and full. Fill, if below proper operating level.							Additional Comments:
	Radiator Level -Check to make sure that the coolant overflow tank is filled to the appropriate level.							
	Windshield Washer Fluid Level -Check to make sure it is full.							
	Power Steering Fluid -Check to make sure it is filled to the appropriate level.							
	Brake Fluid -Check to make sure that the master cylinder is filled to the appropriate level.							
	Transmission Fluid -Check to make sure it is filled to the appropriate level.							
	Battery -Check the fluid level of battery (if not maintenance free). Make sure cable connectors are tight and clean off any corrosion.							
	Belts -Verify that belts are not cracked or worn.							
	Exhaust – Check for any leaks or damage to the exhaust system							
Hoses - Look for leaks. If a leak is detected, report it immediately. Make sure hoses are not spongy, brittle or cracked.								

Driver's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____