



Rockingham County School Transportation Department

Bus # _____

Request # _____

Organization _____

Enter the appropriate inspection codes for each trip taken.

X = Defective

“If (X) is entered for any item, please explain in comments section below.

IF THERE IS A SERIOUS PROBLEM NOTIFY A MECHANIC IMMEDIATELY

Driver: (PLEASE PRINT) _____

APPROACH	TRIP		DRIVER AREA	TRIP		EXTERIOR	TRIP	
	PRE	POST		PRE	POST		PRE	POST
Leaks			Interior/Gauge Lights			Rear View Mirrors		
Bus Level			Horn			Pedestrian Mirrors		
INTERIOR			Air Press. Gauge/Loss			Wheels & Tires		
Fire Extinguisher			Fuel Gauge			Body & Paint Damage		
Reflectors			Oil Pressure Gauge			Windows/Windshield		
First Aid Kit			Water Temp. Gauge			Battery Box/Batteries		
Interior Mirror			Ammeter & Voltmeter			Exhaust System		
Sunvisor			Speedometer / Tach.			Fuel Cap		
Seat Cushion/Frames			Windshield Wipers			Emergency Doors		
Seat Belt			Windshield Washer			Headlights (Hi/Low)		
Seat Belt Cutter			Defroster Fan			Clearance/Marker Lts.		
Emerg. Doors/Hatches			Heater Fan			Sign Lights		
Emergency Windows			Vandal Locks/Buzzers			Back-up Lights/Beeper		
Service Door Steps			Mirror Adjustment			Stop Lights Reflectors		
Handrail			Hyd. Brake /Pedal Fade			Turn Signals & 4 Ways		
			Steering Mechanism			License Plate Lights		
			Cleanliness			Other		
			Other			Brake Test Service		
PREFORMED A PRE-TRIP INSPECTION, AND FIND:						Brake Test Emergency		
NO DEFECTS <input type="checkbox"/> DEFECTS AS RECORDED <input type="checkbox"/>						Other		
PRE-TRIP SIGNATURE: _____						LIFT BUS		
DRIVER'S COMMENTS: _____						Special Service Door		
						Door Warning Mechanism		
						Posted Decals-Warnings		
						Control Mechanism		
I HAVE PERFORMED A POST-TRIP INSPECTION, CHECKED FOR PERSONS AND LOST ARTICLES, AND FIND:						Lift Operation		
						Protective Padding		
NO DEFECTS <input type="checkbox"/> DEFECTS AS RECORDED <input type="checkbox"/>						Manual Pump Handle		
POST-TRIP SIGNATURE: _____								
There is \$100.00 fee for a dirty bus. Check the bus before you leave. You are responsible for the condition it is in, when you return it.								
Please call Garage and leave message on answering machine if any defects are found during post trip inspection. 634-3275								

IF YOU DO NOT HAVE ENOUGH FUEL FOR YOUR TRIP DO NOT LEAVE BUS PARKING LOT. CALL GARAGE FOR INSTRUCTIONS. 634-3275 IF OUT OF COUNTY FUEL WILL HAVE TO BE PURCHASED OR GO TO SCHOOL GARAGE IN THE AREA YOU ARE IN AND HAVE THEM BILL ROCKINGHAM COUNTY SCHOOLS.

NO IDLING: 2000 or newer buses will shut down after 5 minutes of idle time.

MECHANICAL PROBLEMS: REFER TO TROUBLESHOOTING GUIDE BEFORE CALLING. AFTER HOURS, MECHANICS NUMBER: 613-5687 DIRECTOR: 589-5285 Answering Machine 634-3275

TRIP SHEET MUST BE ATTACHED TO THIS FORM AND RETURNED TO TRANSPORTATION AFTER COMPLETION OF TRIP WITHIN 2 BUSINESS DAYS.