

USD _____ **School Passenger Vehicle Driver Inspection Form**

Vehicle # _____

Destination _____

Date _____

Driver/Sponsor Name _____

School/Organization _____

Departure Time _____ Expected time of arrival _____ Back Home/School _____

Vehicle Occupants: _____

Walk around the outside of the vehicle – check for:

- | | | | |
|-----|----------------------------|-----|------------------------------|
| ___ | Damage to body of vehicle | ___ | Windshield/Mirrors Clean |
| ___ | Tires (no flats or bulges) | ___ | NO Fluid Leaks Under Vehicle |

On inside of vehicle check –

- | | | | | | |
|-----|---------------------|-----|-----------------|-----|-------------------|
| ___ | Lights | ___ | Horn | ___ | Fuel Gauge |
| ___ | * Fire Extinguisher | ___ | * First Aid Kit | ___ | Windshield Wipers |

If any defect is found please comment: _____

NOTE: Pre- Trip Inspection is required by law to be done by driver before every trip. Check report before and after every trip, make note of problems, and turn in AFTER activity trip. You are RESPONSIBLE for the vehicle you are driving.

I have made the following pre-trip inspection of items listed above and found them in satisfactory condition.

Signature of driver

Start Mileage

Ending Mileage

IN AN EMERGENCY – NOTIFY OFFICE IMMEDIATELY: If on an activity trip, attempt to contact: _____

Use the KBESS (Kansas School Bus Emergency Support System) Booklet to locate help from local School District or take vehicle to nearest garage. In case of accident – Vehicle Registration and Insurance Card are located in the **GLOVE BOX**.

K.S.A. 72-64,100 prohibits any school district or nonpublic school from transporting students in a vehicle designed for transporting more than 10 passengers in addition to the driver.

* optional safety equipment items - not legally required in school passenger vehicles