**Agency Name**

**Transit Policies and Procedures**

|  |  |
| --- | --- |
| **Subject** | Daily Pre-Trip Inspections |
| **Section**  | Maintenance |
| **Effective Date** |  |
| **Approved By** |  |
| **Approval Date** |  |

**Purpose**

Promote safety by requiring all Agency vehicles to undergo and pass a daily pre-trip inspection.

**Definitions**

*Pre-Trip Inspection:* A thorough inspection that is completed before a vehicle begins daily revenue service.

*Revenue Service:* The time during which transportation vehicles provide service.

**Procedure**

Develop a written process to ensure that all Agency vehicles receive a thorough daily pre-trip inspection before starting revenue service. Drivers are required to perform a pre-trip inspection at the beginning of each shift prior to departing the Agency facility. The Driver shall walk around both the inside and outside of the vehicle and complete the Pre-Trip Inspection Form.

If a Driver relieves another Driver or is assigned a second vehicle, he/she must complete a pre-trip inspection prior to operating the vehicle. All vehicle defects shall be recorded on the form. Defects that could affect the operational safety of the vehicle shall be reported to the Transit Director immediately so that maintenance can be scheduled and another vehicle can be assigned if needed. Per ADA regulations, all vehicle lifts must be tested during the pre-trip inspection. If a problem is observed, it must be reported to the Transit Director immediately.

The Pre-Trip Inspection Form must be signed, dated, and submitted to the Transit Director each day before revenue service begins. The Transit Director shall keep the forms in each vehicle’s maintenance file.

New driver orientation shall include a training session on daily pre-trip inspections. All Drivers shall participate in an annual refresher course to ensure that they are properly inspecting the vehicles and to discuss any changes to the Pre-Trip Inspection Form.

**Responsibilities**

Drivers are responsible for completing a daily pre-trip inspection each time they start a shift and for submitting their signed forms to the Transit Director. The Transit Director is responsible for reviewing the forms, scheduling any necessary maintenance, and filing the forms in each vehicle’s maintenance folder. The Transit Director is also responsible for providing pre-trip inspection training and refresher courses.

**Example**

See attached template.

**Pre-Trip Inspection Form**

|  |  |
| --- | --- |
| Driver’s Name: | Date: |
| Agency Vehicle Number:  | Mileage: |
| K = OK | N = Not Applicable | R = Repaired | X = Repairs Required |
| **Under the Hood** |
| **Code** | **Items to be Checked** | **What to Look For** |
|  | Fluid Leaks | Puddles on the ground under the vehicle |
|  | Oil Level | Add only if below the “add” Mark on Dipstick |
|  | Belts | Should be Tight & Free of Cracks and Chips |
|  | Power Steering/Break Fluid | See Full Hot & Full Cold Marks/Dipstick |
|  | Coolant Level | See Full Hot & Full Cold Marks/Reservoir |
|  | Battery | Fluid Level, Corrosion, & Cables to be Tight |
|  | Windshield Washer Fluid | Check the Level |
|  | Hoses | Cracks and Swelling |
|  | Automatic Transmission Fluid | Check vehicle level, smell burnt? |
|  | Miscellaneous | Look for things broken or loose |
| **From the Driver’s Seat** |
| **Code** | **Items to be Checked** | **What to Look For** |
|  | Brake & Back Up Lights | Have someone check or use a mirror |
|  | Turn Signal Indicators | Check the Indicators on the Dash |
|  | Wipers & Washers | Check both Speeds & Look for Streaks |
|  | Fans | Check all Speeds by Sound |
|  | Front Glass | Should be Clean & Unbroken |
|  | Inside Mirrors | Should be Properly Adjusted |
|  | Gauges on Dash | In Working Order |
|  | Dash Lights / Horn | In Working Order |
|  | Brakes & Emergency Brake | In Working Order |
|  | Steering | Slack & Pulling |
|  | Doors | In Working Order |
| **Walk Around the Vehicle** |
| **Code** | **Items to be Checked** | **What to Look For** |
|  | Outside Mirrors | Adjust using Driver’s Seat as Reference Point |
|  | Wheels | Grease on Wheel & Rusty Lug Nuts |
|  | Tires | Slick & Unevenly Worn Tires |
|  | All Lamps | Blown out Bulbs or Broken Lenses |
|  | Rear End Leaks | Puddles on the Ground under the Bus |
|  | Emergency Door | Check Buzzer and Ease of Opening |
|  | Lift | Run through Up/Down Cycle & Observe |
|  | Body | Cleanliness & Any New Dents or Scrapes |
|  | Rear Glass | Should be Clean & Unbroken |
| **Safety Equipment on the Vehicle** |
| **Code** | **Items to be Checked** | **What to Look For** |
|  | Fire Extinguisher | Check Indicator |
|  | First Aid & Body Fluid Kit | Check that they are Complete |
|  | Triangle Reflectors | Correct Number and in Good Condition |
|  | Cameras | Are they working Properly? |
| **YES or NO**  | **ADA Wheelchair Lift in proper working order** |
| Comments: |
|  |
|  |
|  |
| Driver’s Signature: | Date: |
| Transit Director’s Signature: | Date: |