

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
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: