

BUS/VEH# \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

RR - Regular Route

ST - Step Program

SE Specialized

SS - Summer School

PS - Preschool

FT - Field Trip

AD - Admin (NO students)

MT - Mechanic Test

Last Name	Route	Date	Beginning Mileage	Ending Mileage	AM Pre Trip	EOD Post Trip	Enter Total Miles Driven								
							RR	SE	PS	ST	SS	FT	MT	AD	
IF needed use additional forms to complete week.							Weekly Totals (This form)								
<b>This form must be turned in weekly &amp; end of month</b>							Office Use Only								

ENDING Mileage \_\_\_\_\_  
BEGINNING Mileage - \_\_\_\_\_  
Total = \_\_\_\_\_



# SMALL VEHICLE DRIVER VEHICLE INSPECTION REPORT

MORGAN COUNTY SCHOOL DISTRICT RE-3 TRANSPORTATION DEPARTMENT

**INSPECT ALL ITEMS LISTED DAILY - IF DEFECTIVE, CHECK AND CIRCLE< AND DESCRIBE IN "REMARKS"**

M	T	W	T	F		M	T	W	T	F		M	T	W	T	F	
					Personal Credentials	Tires					Post Trip AM/PM						
Approaching the Vehicle											Inflation						Lights Off
					Flat Tires						Tread Depth						Radio Off
					Fluid Leaks (under vehicle)						Condition						Child Check
					Vehicle Damage						Even Wear						Pick Up Trash
					Lights/Lenses						Lug Nuts/Rims/Wheel Covers						Clean / Sweep
						Walk Around											
Under the Hood (Engine Off)											Headlights/High & Low						Windows Closed
					Oil Level						Parking Lights						Visual Check
					Radiator Overflow Level						Turn Signals						Seat Damage
					Power Steering Fluid						Hazard Lights						New Damage
					Fan Belts						Reflectors						Doors LOCKED
					Leaks						Wiper blades						Key Turned In
Inside the Vehicle						Other											
					Doors						Hitch/Receiver						
					Seat Belt Cutter-IN REACH						Coupler						
					Parking Brake						Draw bar						
					Gauges						Electrical Plug/Cables						
					Horn						Snow Chains						
					Wipers AND Washers						Mirror Extensions						
					Turn Signals						Load Securement						
					Hazard Lights						Child Safety Seats (Quantity)						
					High/Low Beams						Camera Working, lights on						
					Heaters/Defrosters												
					Mirrors												
					Seatbelts (ALL)												
					Triangles												
					Fire Extenguisher												
					First Aid/Body Fluid Kits												
					Dome Lights												
											Defect/Log Book completed						
											Defect/Maintenance Report Submitted						

I HAVE REPORTED ALL DAMAGES PRIOR TO LEAVING THE TERMINAL AND

I HAVE REPORTED ALL PRE-TRIP INSPECTION DEFECTS ON THE PROPER

FORMS FOR THE REPAIRS

\_\_\_\_\_  
(Driver Signature)