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DAILY PRE AND POST TRIP MAINTENANCE CHECKLIST**

Site: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_ Vehicle#: \_\_\_\_\_ Model/Make: \_\_\_\_\_

Legend (✓) Item OK and (X) For Needed Repairs

<b>Approach the vehicle</b>	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Observe general condition of vehicle																									
Look for damage, including vandalism																									
Check under the bus for fresh oil, coolant, or fuel leaks																									
Check for safety hazards, including icy conditions, and objects in the way, etc.																									

<b>Engine Compartment Check</b>	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Check the oil level (do not overfill)																									
Check the radiator and condition of hoses																									
Coolant level																									
Check all belts – Visually inspect the belts for cracking, or looseness or breakage (with the engine off)																									
Check power steering fluid (do not overfill and check for damaged or cracked lines)																									
Check windshield washer fluid																									
Check the automatic transmission fluid according to the recommendations for the individual bus																									
Check the batteries for placement or corrosion																									

<b>Bus Interior Check</b>	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Start bus																									
<b>Check Gauges</b>																									
Oil pressure																									
Temperature																									
Ammeter																									
Voltmeter																									
Fuel gauge																									
<b>Brakes</b>																									
Check brakes																									
Hydraulic brakes																									

ROUTING: Bus Driver's Notebook

# Facility Maintenance Plan Example

**David G. COTTS PE, CFM, Kathy O.  
ROPER CFM, LEED AP, Richard P.  
PAYANT CFM, CPE**

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