

## ANNUAL VEHICLE INSPECTION AND MAINTENANCE REPORT

SCHOOL \_\_\_\_\_ COUNTY \_\_\_\_\_ BUS NO. \_\_\_\_\_ DATE \_\_\_\_\_

YEAR & MAKE \_\_\_\_\_ TYPE & CAPACITY \_\_\_\_\_ ID NO. \_\_\_\_\_

LICENSE NO. \_\_\_\_\_ ODOMETER READING \_\_\_\_\_ CONTRACTOR \_\_\_\_\_

### INSTRUCTIONS

Each vehicle used to transport pupils shall be inspected annually. Complete and sign this form in duplicate for each vehicle. Forward the original to the district superintendent, to be kept on file. The mechanic or contractor will keep the other copy on file. The original and copy must be retained for not less than three years and be available to Oregon Department of Education personnel upon request. In the "OK" column mark "O" for items that do not apply and under the "Repaired Date" column indicate the date of the actual repair. The certification of inspection and completion of repairs must be completed and submitted to the Department of Education by September 1 each year. Page Numbers are referenced to the Maintenance manual.

	OK	Repaired Date		OK	Repaired Date
<b>A. CHASSIS (remove wheels)</b>			<b>C. INSIDE BUS</b>		
1. Front Suspension (Pg. A 1-4).....			1. Emergency Equipment (Pg. C 1-2).....		
2. Steering (Pg. A 5-8) .....			2. Neutral Safety Switch (Pg. C 3).....		
3. Front Brakes (Pg. A 9-12).....			3. Steering (Pg. C 4).....		
Left Front ____/32   Right Front ____/32			4. Shifter (Pg. C 5).....		
4. Engine/Trans. Mount, Starter Mounting (Pg. A 13)..			5. Engine Controls (Pg. C 6-7) .....		
5. Transmission (Pg. A 14-16) .....			6. Gauges, Dash and Warning Lights, Buzzers (Pg. C 8-9).....		
6. Fluid Leaks (Pg. A 17).....			7. Public Address System (PG. C23).....		
7. Fuel Tanks (Pg. A 18) .....			8. Air Brake System (Pg. C 10-13) .....		
8. Propane Tanks (Pg. A 19).....			9. Hydraulic Bakes (Pg. C 14-19) .....		
9. Brake Equipment (Pg. A 20-21) .....			10. Windshield Wipers & Washers (Pg. C 20).....		
10. Drive Line (Pg. A 22-23).....			11. Heaters, Defrosters & External Dash Fan(s) (Pg. C 21-22).....		
11. Rear Suspension (Pg. A 24-27) .....			12. Dome and Stepwell Lights (Pg. C 23).....		
12. Rear Brakes (Pg. A 28-31).....			13. Service Door (pg. C 24).....		
Left Rear ____/32   Right Rear ____/32			14. Horns (Pg. C 25) .....		
13. Body Securements & Structure (Pg. A 32-33).....			15. Mirror Adjustment, Condition (Pg. C 26).....		
14. Exhaust Systems (Pg. A 34) .....			16. Driver's Seat and Belt (Pg. C 27).....		
15. Wheels and Tires (Pg. A 35-37).....			17. Passenger Seats (Pg. C 28-30).....		
Left Front ____/32   Right Front ____/32			18. Emergency Door/Windows/Hatches (Pg. C 31-32)..		
Left Rear Inner ____/32   Right Rear Inner ____/32			19. Windshield, Side & Rear Windows (Pg. C 33-34)....		
Left Rear Outer ____/32   Right Rear Outer ____/32			20. Wheelchair Lift Door & Securement System (Pg. 35-36) .....		
16. Slack Adjuster Pull Measurement .....			21. Interior Wiring, Cab Hoses & Wall Seals (Pg. C 37).....		
Left Front _____   Right Front _____			22. General Condition, Bus Interior (Pg. C 38-40).....		
Left Rear _____   Right Rear _____					
<b>B. ENGINE COMPARTMENT</b>			<b>D. OUTSIDE BUS</b>		
1. Batteries (Pg. B 1-2) .....			1. Headlights, Turn Signals, Side Marker, Brake, Tail, Park and Backup Lights, Backup Alarm (Pg. D 1-3).....		
2. Fluid Levels and Conditions (Pg. B 3-4).....			2. Clearance & ID Lights, Reflectors, Strobe Light (if Equipped) (Pg. D 4).....		
3. Belts and all Hoses (Pg. B 5-6).....			3. School Bus Safety Lights (Pg. D 5) .....		
4. Accessory Mounting and Condition (Pg. B 7-8).....			4. Stop Arm (Pg. D 6) .....		
5. Wiring (Pg. B 9).....			5. General Condition, Bus Exterior (Pg. D 7-10).....		
6. Fuel Systems and Lines (Pg. B 10).....					
7. Radiator (Pg. B 11) .....					

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INSPECTED OR REPAIRED BY

\_\_\_\_\_  
DATE ANNUAL COMPLETED

