

TITLE: School Bus Pre-Trip Inspection

State Board of Education School Transportation Reg: 18A-2-5; 18-5-13

In accordance with the West Virginia School Transportation Regulations each driver is expected to perform a pre-trip inspection for mechanical defects and safety equipment. This inspection is to be completed prior to the morning and afternoon runs as well as any assigned trips.

This inspection shall include, but not be limited to the following:

1. Check tires for cuts, air pressure and tread wear.
2. Check wheels for loose hub and rim lugs.
3. Check steering for loose components.
4. Check radiator coolant, oil and gasoline.
5. Check alternator and fan belts.
6. Check lighting system and horn.
7. Check brakes, including warning lights and buzzer.
8. Check emergency exit door and window alarms.
9. Check service door and operating mechanics.
10. Check first-aid kit, fire extinguisher and reflector kit.
11. Check back-up alarm.
12. Check stop arm.

A tablet of checksheets for Pre-Trip Inspections is to be kept in each county school bus. The drivers are to fill them out as instructed prior to each trip, sign the form, and send the completed forms in with their monthly reports.

Spot checks will be made to see that these inspections are being completed. Drivers found not completing this task can expect:

1. 1st Infraction - Verbal reprimand.
2. 2nd Infraction - Written reprimand.
3. 3rd Infraction - One day suspension without pay.
4. 4th Infraction - Three day suspension without pay.
5. 5th Infraction - Recommendation for dismissal.

