

VEHICLE INSPECTION SHEET

Driver _____ Date _____
Make _____ Model _____ License# _____ Mileage _____

The items on this inspection sheet should be checked bi annually. A separate sheet should be filled out for each vehicle driven. Any discrepancies should be detailed on the bottom of this sheet.

- _____ Check Seat belts
- _____ Visual Inspection for Exterior Damage/Leaks under vehicle
- _____ Check inside Engine compartment for Leaks/loose items
- _____ Washer Fluid Level
- _____ Power Steering Fluid Level
- _____ Start Engine and check Transmission Fluid Level (Fluid should be hot)
- _____ Check for Air Gauge
- _____ Check Tires for wear and pressure
- _____ Check Horn
- _____ Check A/C is working properly
- _____ Check Windshield Wipers/Washers
- _____ Check Highlight/Signal lights/4way flashes/Tail lights/Backup light
- _____ Check Interior lights
- _____ Check Mirrors for damage and adjustments
- _____ Check fuel level
- _____ Check First Aid Kit on Board and full
- _____ As you drive, continually check for any strange smells, sounds, vibrations, or anything that does not feel right.
- _____ Check heater/defroster
- _____ Check that brakes are in operating condition
- _____ Auto insurance verified _____ Date/time/representative name:

The following discrepancies were noted: _____

Corrective action taken: _____

As a Wheels On The Bus, Inc. employee or contractor, you are responsible for regular maintenance and any other vehicle safety repairs to maintain your vehicle in proper and safe order after initial inspection. Wheels on the Bus, Inc. is **NOT** responsible for regular verification but may, at any time, request you to comply with a new inspection.

Driver's Signature: _____