

Driver pre-trip walk around inspection guide

1. Before moving off check

- Steering for excessive free movement
- No apparent air leaks from brakes
- All switches and warning lights operate correctly
- Heating and ventilation system operate correctly
- Sufficient fuel to complete trip

2. Horn and speedometer

- Working correctly

3. CoF label

- Displayed and current

4. Windscreen, windscreen wiper, sunvisor and mirror

- Wiper blades not damaged
- Washer fluid container full
- Windscreen washers work correctly
- All clean and not cracked

5. Lights and indicators

- All lights work correctly including hazard lights
- Lenses are clean and not cracked

6. Licences

- Registration licence is current and displayed
- Road User Licence is current and displayed
- Correct TSL label displayed

7. Exterior

- Bus clean
- No unreported panel damage
- Locker doors closed and secure

14. Interior

- No obstruction to exits
- Seats are secure and not damaged
- Seat belts work correctly
- Interior lighting works correctly
- Audio/television system working correctly
- Floor coverings in good condition and secure
- Hand and assist rails in place and secure
- Parcel racks secure
- Required warning signs and passenger information displayed clearly
- Emergency equipment carried with appropriate signage
- Fire extinguisher serviced and ready to use
- School bus signs displayed (if required)
- Certificate of loading is displayed and visible to the driver and passengers

13. Rear-view mirrors

- Intact, clean and correctly adjusted (on both sides of the vehicle)

12. Reflectors

- Fitted, clean and not damaged

11. Fluid leaks

- No fluid leaks from engine, fuel system or waste water tank

10. Hubodometer

- Fitted and not damaged
- Recording correctly
- Easily readable

9. Wheels and tyres

- Tyres are correctly inflated and not damaged
- Wheel nuts are tight
- Wheels not damaged
- No cuts or bulges in tyre sidewalls
- Adequate tread depth

8. Door and exits

- All doors open and close fully
- Emergency exit clearly marked and free of obstacles

