

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
A. CHASSIS (remove wheels)			C. INSIDE BUS		
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).....		
Drum/Rotor measurement Left ____ Right ____			5. Engine Controls (Pg. C 6-7)		
4. Engine/Trans. Mount, Starter Mounting (Pg. A 13)..			6. Gauges, Dash and Warning Lights, Buzzers (Pg. C 8-9).....		
5. Transmission (Pg. A 14-16)			7. Public Address System (Pg. C 23)		
6. Fluid Leaks (Pg. A 17).....			8. Air Brake System (Pg. C 10-13)		
7. Fuel Tanks (Pg. A 18)			9. Hydraulic Bakes (Pg. C 14-19)		
8. Propane Tanks (Pg. A 19).....			10. Windshield Wipers & Washers (Pg. C 20).....		
9. Brake Equipment (Pg. A 20-21)			11. Heaters, Defrosters & External Dash Fan(s) (Pg. C 21-22).....		
10. Drive Line (Pg. A 22-23).....			12. Dome and Stepwell Lights (Pg. C 23).....		
11. Rear Suspension (Pg. A 24-27)			13. Service Door (pg. C 24).....		
12. Rear Brakes (Pg. A 28-31).....			14. Horns (Pg. C 25)		
Left Rear ____/32 Right Rear ____/32			15. Mirror Adjustment, Condition (Pg. C 26).....		
Drum/Rotor measurement Left ____ Right ____			16. Driver's Seat and Belt (Pg. C 27).....		
13. Body Securements & Structure (Pg. A 32-33).....			17. Passenger Seats (Pg. C 28-30).....		
14. Exhaust Systems (Pg. A 34)			18. Emergency Door/Windows/Hatches (Pg. C 31-32)..		
15. Wheels and Tires (Pg. A 35-37).....			19. Windshield, Side & Rear Windows, Visor (Pg. C 33-34).....		
Left Front ____/32 Right Front ____/32			20. Wheelchair Lift Door & Securement System (Pg. 35-36)		
Left Rear Inner ____/32 Right Rear Inner ____/32			21. Interior Wiring, Cab Hoses & Wall Seals (Pg. C 37)		
Left Rear Outer ____/32 Right Rear Outer ____/32			22. General Condition, Bus Interior (Pg. C 38-40).....		
16. Slack Adjuster Pull Measurement					
Left Front ____ Right Front ____					
Left Rear ____ Right Rear ____					
B. ENGINE COMPARTMENT			D. OUTSIDE BUS		
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)					

 INSPECTED OR REPAIRED BY

 DATE ANNUAL COMPLETED