

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

 INSPECTED OR REPAIRED BY

 DATE ANNUAL COMPLETED