

Troy City Schools

Professional or Instructional Trip Request

Date of Trip _____ Destination _____

No. of Students _____ No. of Chaperones _____ Departure time _____ Return Time _____

Est. Mileage _____ To be Paid by: _____ Person Making Request _____

Purpose of Trip _____ Driver _____

Driver must have a valid commercial driver license (CDL) and Bus drivers license (and medical card for out-of-state trips) on file at Central Office. NO TBA's

Trip Approval

School Principal

Date

Bus Assigned

Date

Trip Coordinator, Central Office

Pre-Trip Inspection Checklist

This checklist must be attended to prior to beginning the trip

- | | | | |
|---|---|---|---|
| <p>UNDERCARRIAGE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signs of leakage <p>ENGINE COMPARTMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Brake fluid level <input type="checkbox"/> Coolant level <input type="checkbox"/> Oil level <input type="checkbox"/> Power steering <input type="checkbox"/> Windshield Washer <input type="checkbox"/> Belt(s) <input type="checkbox"/> Hoses <input type="checkbox"/> Wires <input type="checkbox"/> Steering box <input type="checkbox"/> Steering linkage <p>FRONT OF BUS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Front spring <input type="checkbox"/> Spring mount <input type="checkbox"/> Shock absorber <input type="checkbox"/> Brake drum <input type="checkbox"/> Brake hose/line <input type="checkbox"/> Brake air chamber <input type="checkbox"/> Slack adjuster <input type="checkbox"/> Tire tread depth <input type="checkbox"/> Rims <input type="checkbox"/> Hub oil seal <input type="checkbox"/> Lug nuts <input type="checkbox"/> Valve stem caps <input type="checkbox"/> Battery <input type="checkbox"/> Lens covers | <ul style="list-style-type: none"> <input type="checkbox"/> Crossing arm <input type="checkbox"/> Mirrors secure <input type="checkbox"/> Passenger door <input type="checkbox"/> Windows <input type="checkbox"/> Fuel tank cap <input type="checkbox"/> Fuel tank leaks <input type="checkbox"/> Fuel tank cage <input type="checkbox"/> Reflectors <p style="text-align: center;">REAR OF BUS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tire tread depth <input type="checkbox"/> Rims <input type="checkbox"/> Axle seals <input type="checkbox"/> Lug nuts <input type="checkbox"/> Spacers <input type="checkbox"/> Valve stem caps <input type="checkbox"/> Brake drum <input type="checkbox"/> Brake hose/lines <input type="checkbox"/> Brake air chamber <input type="checkbox"/> Slack adjuster <input type="checkbox"/> Springs <input type="checkbox"/> Spring mounts <input type="checkbox"/> Shock absorbers <input type="checkbox"/> Drive shaft <input type="checkbox"/> Exhaust system <input type="checkbox"/> Frame <input type="checkbox"/> Emergency door and holder <input type="checkbox"/> Lens covers <input type="checkbox"/> Exterior clean | <p>INTERIOR</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stepwell <input type="checkbox"/> Handrail <input type="checkbox"/> Emergency door and buzzers <input type="checkbox"/> Emergency windows and buzzers <input type="checkbox"/> Seats <input type="checkbox"/> Interior clean <p>EMERGENCY EQUIPMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Reflectors <input type="checkbox"/> First aid kit <input type="checkbox"/> Body fluid kit <p>DRIVER CONTROLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Voltage <input type="checkbox"/> Fuel <input type="checkbox"/> Oil pressure <input type="checkbox"/> Gearshift <input type="checkbox"/> Horn <input type="checkbox"/> Steering play <input type="checkbox"/> Windshield <input type="checkbox"/> Mirror adjustment <input type="checkbox"/> Windshield washer <input type="checkbox"/> Wiper speeds <input type="checkbox"/> Wiper blades <input type="checkbox"/> Heater(s) <input type="checkbox"/> Defroster | <p>LIGHTING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Headlights-High <input type="checkbox"/> Headlights-Dim <input type="checkbox"/> Hazard flashers <input type="checkbox"/> Yellow warning <input type="checkbox"/> Red Flashing <input type="checkbox"/> Stop sign <input type="checkbox"/> Stop sign lights <input type="checkbox"/> Stepwell light <input type="checkbox"/> Turn indicators <input type="checkbox"/> Lighting indicators <input type="checkbox"/> Clearance lights <input type="checkbox"/> Strobe light <input type="checkbox"/> Brake lights <input type="checkbox"/> Dome lights <input type="checkbox"/> Backup lights <input type="checkbox"/> Backup alarm <p>AIR BRAKE TEST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pressure builds to 120 psi <input type="checkbox"/> Check for leak - no brake applied <2 psi <input type="checkbox"/> Service brake leak check <3 psi <input type="checkbox"/> Pump down - buzzer and light at 60 psi <input type="checkbox"/> Button pops at 20-45 psi. <input type="checkbox"/> Check parking brake at >100 psi. |
|---|---|---|---|

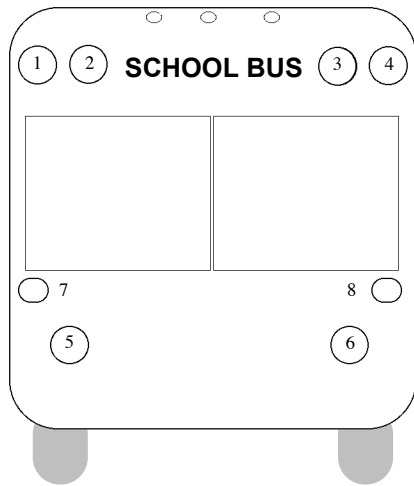
Ending mileage _____ Start time _____

Beginning mileage _____ End time _____

Driver Signature

Total miles _____ Total time _____

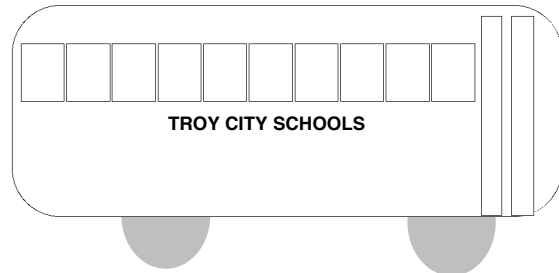
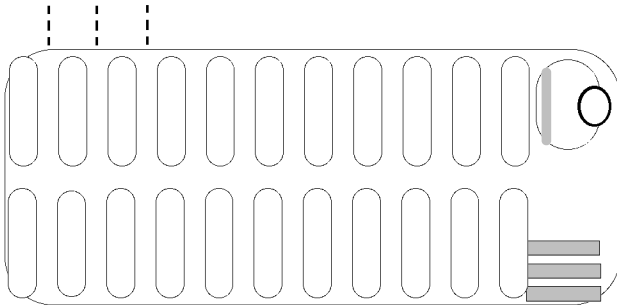
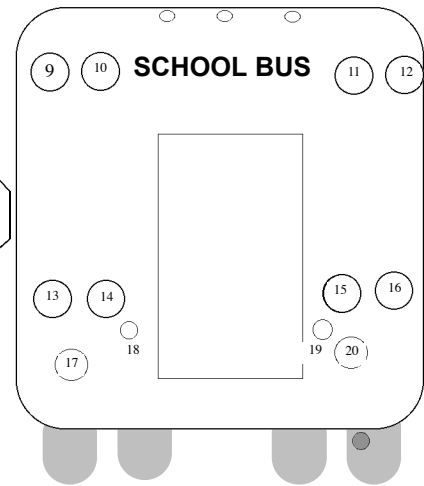
Fuel _____ gallons Card # _____



Bus Number



Identify any non-working lights



Special Notes to Drivers and Trip Sponsors:

- 1) Pre-trip inspection must be conducted before leaving the lot.
- 2) If safety issues are found upon pre-trip inspection do not take the bus. Notify the Central Office at (334-566-3741) or Transportation Director, Matt Johnson at (334-268-2095) or Ronnie McCollough at (334-268-2164).
- 3) In the event of an accident or break-down contact the Central Office or Transportation Director.
- 4) At the end of the trip:
 - a) Make sure all persons are off of the bus.
 - b) Check for property left behind.
 - c) Refuel the bus if the guage reads below 3/4.
 - d) Make sure the bus is left clean.
 - e) Fill out all sections of the trip form, beginning/ending mileage/total miles, date, and signature.
 - f) Park bus at the Central Office bus lot.
 - g) Place trip form and key in mailbox/keydrop box.

Make Note of Any Damage or Mechanical, Electrical or Safety Equipment problems:

Date: _____