

**THIS IS A 2-SIDED DOCUMENT**

North East School Division

Driver's Vehicle Inspection Report  
Completed daily before operating the vehicle

Day 1	<u>Date and Time of Inspection</u>	<u>Location of Inspection (Address)</u>
	<u>Vehicle Unit Number or Plate Number</u>	<u>Odometer</u>
	<u>Driver's Name (Print)</u>	<u>Fuel</u>
	<b>I certify that this inspection is true, accurate and in accordance with Schedule 2 Driver's Signature:</b>	
Day 2	<u>Date and Time of Inspection</u>	<u>Location of Inspection (Address)</u>
	<u>Vehicle Unit Number or Plate Number</u>	<u>Odometer</u>
	<u>Driver's Name (Print)</u>	<u>Fuel</u>
	<b>I certify that this inspection is true, accurate and in accordance with Schedule 2 Driver's Signature:</b>	
Day 3	<u>Date and Time of Inspection</u>	<u>Location of Inspection (Address)</u>
	<u>Vehicle Unit Number or Plate Number</u>	<u>Odometer</u>
	<u>Driver's Name (Print)</u>	<u>Fuel</u>
	<b>I certify that this inspection is true, accurate and in accordance with Schedule 2 Driver's Signature:</b>	
Day 4	<u>Date and Time of Inspection</u>	<u>Location of Inspection (Address)</u>
	<u>Vehicle Unit Number or Plate Number</u>	<u>Odometer</u>
	<u>Driver's Name (Print)</u>	<u>Fuel</u>
	<b>I certify that this inspection is true, accurate and in accordance with Schedule 2 Driver's Signature:</b>	
Day 5	<u>Date and Time of Inspection</u>	<u>Location of Inspection (Address)</u>
	<u>Vehicle Unit Number or Plate Number</u>	<u>Odometer</u>
	<u>Driver's Name (Print)</u>	<u>Fuel</u>
	<b>I certify that this inspection is true, accurate and in accordance with Schedule 2 Driver's Signature:</b>	

✓ = No Defects    X = Defect Found					Checklist	Defects (Must be repaired before next inspection)
Day 1	Day 2	Day 3	Day 4	Day 5		
					Engine Fluids	
					Belts, Hoses and Lines	
					Fan	
					Electrical Wires and Connections	
					Batteries	
					Driver Seat and Seatbelt	
					Dash Warning Lights and Gauges	
					Foot Pedals	
					Steering	
					Horn	
					Service Door	
					Interior Lights	
					Heater, Defroster, Circulation Fans	
					Windshield Wipers and Washer	
					Glass and Mirrors	
					Emergency Equipment and Safety Devices	
					Inspection Decal	
					Passenger Seats	
					Emergency Exits and Warning Buzzers	
					Dash Light Indicators	
					Lights, Reflectors, Stop Arm and Gate	
					Tires	
					Wheels, Hubs and Fasteners	
					Suspension System	
					Fuel System	
					Undercarriage for Fluid or Exhaust Leaks	
					Exhaust System Security	
					Rear Emergency Exit from Outside	
					Exterior Body, Frame, Bumpers and Signs	
					Wheelchair Ramp	
					Brake Test	
					Cleanliness	

## School Bus Cleaning – Daily/Weekly/Annual Checklist



Vehicle Cleanliness is critical to road safety and the NESD requires all drivers of division vehicle to maintain the following cleaning schedule. A clean bus/vehicle is also a requirement of the **Commercial Vehicle Compliance Regulation** in which the employer is required to ensure employees maintain a clean and sanitary bus or commercial vehicle.

Drivers are required to maintain the cleanliness of the assigned school bus, spare school bus, or fleet vehicle and shall follow the cleaning requirements listed below:

Name:		Date:	
School Bus #:		Location:	
<b>DAILY</b>		<b>WEEKLY</b>	
<b>Interior</b> <input type="checkbox"/> Entire bus swept clean <input type="checkbox"/> Garbage/debris picked up and removed from the bus <input type="checkbox"/> Driver's area free of clutter and wiped of dust <input type="checkbox"/> Driver's area interior windows wiped (inside and out)  <b>Exterior</b> <input type="checkbox"/> Lights (headlights, taillights) clean and clear <input type="checkbox"/> Sign lights clean and visible to motorists <input type="checkbox"/> Bus fueled		<b>Interior</b> <input type="checkbox"/> Entire bus swept and mopped <input type="checkbox"/> Garbage picked up/debris between seats and wall removed <input type="checkbox"/> Drivers area free of clutter and wiped of dust <input type="checkbox"/> Drivers area interior windows cleaned <input type="checkbox"/> Interior passenger windows, seats, walls and ceiling wiped where needed.  <b>Exterior</b> <input type="checkbox"/> Washed - Lights (headlights, taillights) clean and clear <input type="checkbox"/> Sign lights clean and visible to motorists <input type="checkbox"/> Windshield cleaned with clear visibility	
<b>SEMI-ANNUAL</b>			
A thorough cleaning that includes: <b>Interior</b> <input type="checkbox"/> Entire bus swept and mopped <input type="checkbox"/> Drivers area free of clutter and wiped of dust <input type="checkbox"/> Drivers area interior windows cleaned <input type="checkbox"/> Interior passenger windows, seats, walls and ceiling cleaned.  <b>Exterior</b> <input type="checkbox"/> Washed - Lights (headlights, taillights) clean and clear <input type="checkbox"/> Sign lights clean and visible to motorists		<b>If you are using a spare bus, this checklist must be completed upon return of the spare bus and sent within 24 hours to:</b>  <b>Transportation Department</b> <b>Email: <a href="mailto:transportation@nesd.ca">transportation@nesd.ca</a></b>	
Transportation confirmation :			Date: