

PREVENTATIVE MAINTENANCE INSPECTION REPORT FOR NON-SCHOOL BUS PASSENGER VEHICLE

BOARD OWNED \_\_\_\_\_ LEASED VEHICLE \_\_\_\_\_ CONTRACT VEHICLE \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
VEHICLE YEAR: \_\_\_\_\_  
VEHICLE COLOR: \_\_\_\_\_  
VEHICLE MAKE: \_\_\_\_\_  
VEHICLE MODEL: \_\_\_\_\_  
LICENSE PLATE EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
ODOMETER READING: \_\_\_\_\_

DRIVER NAME (PLEASE PRINT): \_\_\_\_\_  
DRIVER SIGNATURE: \_\_\_\_\_  
DRIVER LICENSE #: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
DRIVER LICENSE EXPIRATION #: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
INSPECTOR NAME (PLEASE PRINT): \_\_\_\_\_  
INSPECTOR SIGNATURE: \_\_\_\_\_

IN THE SPACE FOLLOWING EACH ITEM, PLEASE INDICATE THE CONDITION AS FOLLOWS

(✓) Item Is Acceptable (O) Adjustments Made (N/A) Not On Vehicle (X) Repairs Needed

| ROAD TEST ON LOT                     |                      | ROAD TEST ON LOT (continued) |                      | REAR AXLE       |                      |
|--------------------------------------|----------------------|------------------------------|----------------------|-----------------|----------------------|
| ITEM                                 | Inspection Condition | ITEM                         | Inspection Condition | ITEM            | Inspection Condition |
| Engine Oil ( _____ Qts. Low)         |                      | Transmission Shift           |                      | Differential    |                      |
| Ignition Switch                      |                      | Steering Play                |                      | Shock Absorbers |                      |
| Engine Operation                     |                      | Brake Performance            |                      | Axle Housings   |                      |
| Oil Pressure                         |                      | Parking Brake                |                      | Brake Lines     |                      |
| Instruments                          |                      | Horn                         |                      | Brake Lining    |                      |
| Pedals & Pads                        |                      | Windshield Washers           |                      | Wheel Bearings  |                      |
| Drive Test (On Lot)                  |                      | Windshield Wipers            |                      | Seals           |                      |
| Air Conditioner, Heater, & Defroster |                      | Glass                        |                      | Hubs & Drums    |                      |

| DRIVE LINES      |                      | CHASSIS FRAME, FUEL, TRANSMISSION |                      | CHASSIS FRAME, FUEL, TRANSMISSION (continued) |                      |
|------------------|----------------------|-----------------------------------|----------------------|-----------------------------------------------|----------------------|
| ITEM             | Inspection Condition | ITEM                              | Inspection Condition | ITEM                                          | Inspection Condition |
| Yokes & Splines  |                      | Tail Pipe                         |                      | Frame Rails                                   |                      |
| Flange Bolts     |                      | Muffler                           |                      | Cross Members                                 |                      |
| Universal Joints |                      | Exhaust Pipe                      |                      | Leaks                                         |                      |
|                  |                      | Hangers                           |                      | Fluid Level                                   |                      |
|                  |                      | Mounting Bolts                    |                      | Shift Linkage                                 |                      |
|                  |                      | Fuel Tank & Straps                |                      | Mountings                                     |                      |

| FRONT AXLE                  |                      | WHEELS & TIRES   |                      | WHEELS & TIRES (continued) |                      |            |       |
|-----------------------------|----------------------|------------------|----------------------|----------------------------|----------------------|------------|-------|
| ITEM                        | Inspection Condition | ITEM             | Inspection Condition | ITEM                       | Inspection Condition |            |       |
| Brake Lines                 |                      | Alignment        |                      |                            |                      |            |       |
| Axle                        |                      | Lugs & Studs     |                      |                            |                      |            |       |
| Shocks/Struts & Ball Joints |                      | Tire Balance     |                      |                            |                      |            |       |
| Bearings                    |                      | DEPTH 32nd       | Inspection           | Depth                      | DEPTH 32nd           | Inspection | Depth |
| Hubs and Drums              |                      | Left Front Depth |                      |                            | Right Front Depth    |            |       |
| Wheel Cylinders             |                      | Left Rear Depth  |                      |                            | Right Rear Depth     |            |       |
| Brake Lining                |                      | Spare Tire       |                      |                            |                      |            |       |

| ENGINE                   |                      |                                  |                      |             |                      |
|--------------------------|----------------------|----------------------------------|----------------------|-------------|----------------------|
| ITEM                     | Inspection Condition | ITEM                             | Inspection Condition | ITEM        | Inspection Condition |
| Water Leaks              |                      | Oil Filter                       |                      | Thermostat  |                      |
| Steering Gear & U Joints |                      | Alt./Reg. (Volts ____ Amps ____) |                      | Anti-Freeze |                      |
| Fan Belts                |                      | Air Cleaner                      |                      | Fuel Filter |                      |
| Fuel Leaks               |                      | Radiator Mountings               |                      | Hoses       |                      |
| Oil Leaks                |                      | Alternator & Bearings            |                      | Battery     |                      |
| Oil Pressure             |                      | Power Steering Pump              |                      |             |                      |
| Change Oil               |                      | Engine Mounts                    |                      |             |                      |

| CAB & BODY              |                      |                                                                     |                      |                                       |                      |
|-------------------------|----------------------|---------------------------------------------------------------------|----------------------|---------------------------------------|----------------------|
| ITEM                    | Inspection Condition | ITEM                                                                | Inspection Condition | ITEM                                  | Inspection Condition |
| Doors & Stops           |                      | Bumpers                                                             |                      | Tail Lights                           |                      |
| Handles & Hinges        |                      | License Plate & Light                                               |                      | Brake Lights                          |                      |
| Seals                   |                      | Fuel Tank Cap                                                       |                      | Turn Signals                          |                      |
| Under-Dash Wiring       |                      | Hood & Latches                                                      |                      | Backup Lights                         |                      |
| Seat Belts & Upholstery |                      | Head Lights & Reflectors                                            |                      | Gauges                                |                      |
| Emergency & Safety      |                      | Mirrors                                                             |                      | Check Engine/Anti-lock Braking System |                      |
| Fenders                 |                      | Railroad Crossing & Vehicle Used to Transport School Children Decal |                      | Insurance                             |                      |

COMMENTS:

April 2025