

Gadsden Independent School District
CERTIFIED DRIVERS PRE-TRIP/POST-TRIP CERTIFICATION FORM

VEHICLE INFORMATION	PRE-TRIP	POST-TRIP
DATE:	<input type="checkbox"/> NO SERVICE REQUIRED <input type="checkbox"/> SERVICE	<input type="checkbox"/> NO SERVICE REQUIRED <input type="checkbox"/> SERVICE
VEHICLE NO:	Signature	Signature

DRIVER'S CHECKLIST

GENERAL CONDITIONS

- visible oil leaks
- visible water levels
- general engine compartment appearance

[] EVACUATION DRILL

Your initials confirm drill was performed

PRE-START

- Driver's seat (adjusted)
- Driver's seat belt (adjusted)
- All mirrors (adjusted)
- Windshield
- Parking Brake (engaged)
- steering wheel (adjusted)
- Horn (operational)
- Condition of control and instruments

ACCESSORY PANEL

- Windshield Wipers/Washer Fluid
- Dome Lights
- Heater & Defroster

INSIDE

- Seats
- Seatbelts/Safety Straps, Car Seats

REAR OF CAR

- Tail Lights
- Stop Lights
- Hazard/Directional Lights
- License Plate

FRONT/REAR WHEELS/TIRES

- Tires inflated
- Wheels not damaged

FRONT OF VEHICLE

- Headlights (hi/low)
- Hazard/Directional lights

POST TRIP (to include all of the above and:

- Accessories off
- Vandalism reported
- Articles left in vehicle
- Seat Condition
- Cleanliness
- Windows Closed
- Door Closed and Locked

The certified driver prior to each trip to include the listed items above must accomplish pre-trip inspections. Post-trip inspections are also the duty of the certified driver and shall include all items on the list above. The post-trip inspection shall be completed immediately following the trip. Any item found to be deficient and/or inoperative is to be immediately reported to the transportation office. Remember that the certified driver has the duty and the authorization to place any vehicle out of service. DO NOT OPERATE AN UNSAFE VEHICLE!

- This vehicle is approved for student transportation
 This vehicle is placed out of service (see above)

Driver's Signature _____ Date _____