

#1 OHIO PRESERVICE SCHOOL BUS INSPECTION FORM

Driver: _____ Date: _____ Score: _____

School/Agency _____ Bus # _____ Bus Type C T MS

OBI: _____ Mileage: _____ FINAL EVALUATION YES NO

Mark items inspected with Mark items missed/defects with Draw line through items not used and mark with NA

STEP I. Overview

- Leaning
- Hazards
- Leaks
 - Oil
 - Coolant
 - Fuel
- Entry Check D-T-R
- OSHP Sticker

STEP II. Engine Compartment

- Hood/Hinges
- Moisture
- Wiring
- Hoses
- Belts
- Oil
- Coolant
- Air Compressor B/G
- Power Steering Fluid
- Power Steering Pump B/G
- Steering System
- Steering Shaft
- Gear Box
- Hoses
- Pittman Arm
- Drag Link
- Steering Arms
- Tie Rod
- Alternator B/G
- Water Pump B/G
- Washer Fluid Level
- Turbo Charger

STEP III. Inside Cab

- Safety Equipment**
- Fire Extinguisher
 - Reflectors/Fusees
 - First Aid Kit
 - Emergency Assistance Cards
 - Body Fluid Kit
 - Flashlight
 - Electric Fuses
 - Circuit Breakers
 - Driver Seat/Belt
 - Steering/Horn
 - Windshield
 - Mirrors
 - Visor

Gauges and Brake Check

- Safe Start
- ABS Light
- Oil
- Fuel
- Ammeter/Voltmeter
- Temperature
- Air Pressure
- DEF

D = Door, T = Tread, R = Rail
F = Front, S = Side, R = Rear
***Engine, Off, Key On, or with a Helper**
B/G = Belt or Gear

Automatic Failure (In Proper Sequence)

- Air Brake Test
- Storage Tank - 2 psi
- Service Brake - 3 psi
- Low Pressure Light/Buzzer-60 psi
- Emergency Spring Brake - 40-20 psi

OR

- Hydraulic Brake Check
- Pump 3 times - Hold 5 seconds

Control Panel

- Indicator Lights & Switches**
- Instrument Panel Lights
 - Turn Signal Left Right
 - Hazard Lights
 - High Beams
 - Windshield Wipers/Washer
 - Dome Lights
 - Noise Suppression Switch
 - Fans
 - Heater
 - Defroster
 - Air Conditioner
 - Radio Check
 - Override
 - Master Warning Lights
 - Amber
 - Red
 - Service Door
 - Step Light

STEP IV. Walk-Around

- Bus Body**
- Damage to Bus
 - Dents
 - Scratches
 - Vandalism
 - Mirror Brackets
 - Reflectors - F S R
 - Reflective Tape- F S R
 - Emergency Door
 - Floor Cleanliness
 - Wheelchair Access
 - Operate Door
 - Operate Lift

Front Axle

- Tires
- Inflation
- Condition
- Depth
- Rims
- Lugs
- Hub Oil Seal
- Splash Guards
- Suspension
- Mounts
- Springs
- U-Bolts
- Shocks

- Air Brakes
- Hoses/ABS
- Air Chambers
- Slack Adjusters
- Push Rods
- Drums or Rotors
- Linings or Calipers/Pads
- Hydraulic Brakes
- Lines/ABS
- Rotors
- Calipers/Pads

Lights

- Clearance Lights
- F S R
- Warning Lights
- F S R
- Turn Signals
- Left - F S R
- Right - F S R
- Hazard Lights
- F S R
- Head Lights
- Low Beam
- High Beam
- Tail Lights
- Brake Lights*
- Back-up Lights*
- Beeper

Chassis

- Frame
- Air Storage Tanks
- Air Lines
- Battery Box
- Drive Shaft
- Exhaust System
- Fuel Tank/Cap
- Fuel Cage/Lines
- DEF Tank/Cap/Lines

Rear Axle

- Tires
- Inflation
- Condition
- Depth
- Rim
- Lugs
- Axle Seal

- Bud Type Wheels or Spacer
- Splash Guards
- Suspension
- Mounts Spring/Air
- Springs or Air Bags
- Torsion Springs
- U-Bolts
- Shocks
- Air Brakes
- Hoses/ABS
- Air Chambers
- Slack Adjusters
- Push Rods
- Drums or Rotors
- Linings or Calipers/Pads
- Hydraulic Brakes
- Lines/ABS
- Rotors
- Calipers/Pads

STEP V. Inside and Walkback

- Amber Warning Lights
- F R
- Seats
- Emergency Exits
- Window
- Roof
- Strobe Light

STEP VI. Operation Inspection

- Engine
- Transmission/Clutch
- Suspension
- Parking Brake
- Service Brake

START TIME for Pre-Trip _____

END TIME for Pre-Trip _____

TOTAL TIME for Pre-Trip _____

STEP VII. Post-Trip Inspection

- Set Parking Brake
- Put in Neutral
- Turn Off All Switches
- Check Seats for Damage
- Check Interior for Cleanliness

- *Check for Students**
- Check Automatic
 - Transmission Weekly
 - Complete Reports

***(Automatic Failure if not completed)**

Number of errors _____ x2 points = _____ Total points to deduct
 Deduct total points from 100 and enter score above
 80 or above is passing.

OBI Signature: _____

Driver Signature: _____

SCHOOL BUS DRIVING EVALUATION

Driver _____ Date _____
 School/Agency _____ OBI _____
 Bus # _____ Bus Type C T MS
 Final Evaluation Yes No Total Demerits _____ Total Score _____

Mileage	Time
_____ Start _____	
_____ End _____	
_____ Total _____	

MARKED ITEMS ARE AREAS MISSED
To calculate score:
Each error on page 1 is 1 point,
each error on pages 2, 3 and 4 is 2 points.
Total demerits will be subtracted from 100.
A score of 80 or better is required to pass.

#2 PRE-DRIVING HABITS
 Fails to adjust seat.....
 Fails to adjust mirrors
 Fails to adjust seatbelt.....

#3 STARTING THE ENGINE
 Fails to have brake set, depress clutch and put gear into neutral to start engine.....
 Fails to adjust mirrors
 Fails to adjust seatbelt

#7 STARTING INTO TRAFFIC
 Traffic check
 Fails to signal into traffic
 Fails to place into gear then release parking brake, check rear swing
 Traffic check

#7 PULLING OFF ROADWAY/TO CURB
 Traffic check
 Fails to give proper signal
 Check mirrors: Stopping position.....
 Fails to set brake before shifting to neutral
 Fails to use hazard lights

NOTES:

#9 TURNS

<p>LEFT</p> <p>1 2 Approach</p> <p><input type="checkbox"/> <input type="checkbox"/> Traffic check..... <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Signal, decel, coast, lane <input type="checkbox"/> <input type="checkbox"/></p>	<p>RIGHT</p> <p>1 2</p> <p><input type="checkbox"/> <input type="checkbox"/> Traffic check..... <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Signal, decel, coast, lane <input type="checkbox"/> <input type="checkbox"/></p>
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If stop
 Necessary, smooth, gap, stop line, full stop, wheels straight

<p><input type="checkbox"/> <input type="checkbox"/> (4511.43)..... <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> (4511.43)..... <input type="checkbox"/> <input type="checkbox"/></p>
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Turning

<p><input type="checkbox"/> <input type="checkbox"/> Traffic check..... <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Both hands, gears <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Speed, wide/short..... <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> Traffic check..... <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Both hands, gears <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Speed, wide/short..... <input type="checkbox"/> <input type="checkbox"/></p>
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Complete Turn

<p><input type="checkbox"/> <input type="checkbox"/> Traffic check..... <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Correct lane..... <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Signal, accelerate <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> Traffic check..... <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Correct lane..... <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Signal, accelerate <input type="checkbox"/> <input type="checkbox"/></p>
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#8 INTERSECTIONS

Stopping **S S**

<p><input type="checkbox"/> <input type="checkbox"/> Traffic check <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Deceleration, coast, gap, stop line, full stop (4511.43)..... <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> Traffic check <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Deceleration, coast, gap, stop line, full stop (4511.43)..... <input type="checkbox"/> <input type="checkbox"/></p>
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Driving through **T T**

<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Traffic check <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Yield, lane, gear..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Accelerate, traffic check..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Traffic check <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Yield, lane, gear..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Accelerate, traffic check..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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#10 CURVE

<p><input type="checkbox"/> <input type="checkbox"/> Traffic check <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Speed: Enter, through, stay in lane <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Traffic check <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> Traffic check <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Speed: Enter, through, stay in lane <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Traffic check <input type="checkbox"/> <input type="checkbox"/></p>
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#11 LANE CHANGES

Traffic check, signal, space, smooth change, intersections:

<p>Left <input type="checkbox"/> <input type="checkbox"/></p> <p>Right..... <input type="checkbox"/> <input type="checkbox"/></p>	<p>Left <input type="checkbox"/> <input type="checkbox"/></p> <p>Right..... <input type="checkbox"/> <input type="checkbox"/></p>
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#13 FREEWAY*

Merge on

Traffic check, signal, spacing, not stop, merge, cancel signal

Lane Changes

Traffic check, signal, spacing, smooth change, cancel signal **L R**

Exit

Traffic check, signal

Smooth merge to exit lane

Decelerate in exit lane.....

Ramp speed, spacing, cancel signal

#14 ROADSIDE STOP/START*

Approach

Traffic check

Signal on

Correct lane, deceleration, not coast.....

Stop

Parallel, not blocking, not rolling

Parking brake on

In neutral.....

Signal off and hazard lights on

Resume

Traffic check

Hazards off and signal on.....

Place in gear, brake off, not stall engine, not roll

Traffic check, accelerate.....

#21 DRIVE UP/DOWN GRADE*

<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Traffic checks <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Brake check, clutch <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> In proper gear, keep right <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Hazard lights, if slow..... <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Safe speed, braking <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Traffic check <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Traffic checks <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Brake check, clutch <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> In proper gear, keep right <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Hazard lights, if slow..... <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Safe speed, braking <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Traffic check <input type="checkbox"/> <input type="checkbox"/></p>
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** Note to examiner - cross out this section if not evaluated*

AUTOMATIC FAILURES — 21 Demerits each error

Exceeded speed limit by 6 mph or more.....

Did not use seat belt properly

Moving traffic violation or disobeyed signs and signals ..

Avoidable accident or incident

Dangerous action or unsafe behavior.....

Put vehicle over sidewalks or curbs.....

Other (see notes)

Notes: _____

GENERAL DRIVING BEHAVIOR

Fails to:

Use clutch properly (shifting, double clutched, didn't ride).....

Use gears properly (did not rev/lug engine, clash gears, or coast)

Use brakes properly (smooth braking, no riding or pumping).....

Perfrom regular traffic checks.....

Use proper steering (both hands on wheel, no over/under control)...

Select proper lane

Maintain proper lane usage (not over lines, stop lines, etc.)

Maintain proper speed for road conditions (fast/slow)

Maintain safe following distance

Slow down or use horn when approaching hazards in the roadway..

Recognize weight, height, and signs on limits.....

THIS PAGE COMPLETE **NUMBER OF ERRORS MARKED** _____ **x1 POINT EACH =** _____

**This evaluation has been reviewed by the driver.*

OBI Signature: _____ Driver Signature: _____

Revised 4/22

#17 PICK-UP

Driver Name _____

Date _____

MARKED ITEMS ARE AREAS MISSED

_____ Left Number Performed Right _____

APPROACH

- Traffic checks
- Actuate warning lights (early, late, not at all)
- Count students on approach or when stopped
- Stop bus at designated area
- Proper steering (hands at 9 o'clock and 3 o'clock at stop)

LOADING

- Set parking brake
- Shift gearshift into neutral

Recommend checking the right side mirror at this point

- Open service door
- Maintain light pressure on service brake
- Hand up to hold students in designated area
- Cover horn with opposite hand
- Check mirrors and traffic before dropping hand
- Make eye contact — slowly drop hand straight down
- Count and greet students boarding the bus
- Check overhead mirror to make sure students are seated

RESUME

- Shift gearshift into gear
- Check mirrors (count out loud in proper sequence)

Look for late arrivals

- Close service door when safe to drive
- Release parking brake
- Check right and left side mirrors prior to pulling away

THIS PAGE COMPLETE <input type="checkbox"/>	OBI SCORING 3 POINTS EACH = _____ NUMBER OF ERRORS MARKED _____ x2 POINTS EACH = _____
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#17 DISCHARGE

Driver Name _____

Date _____

MARKED ITEMS ARE AREAS MISSED

_____ Left Number Performed Right _____

APPROACH

- Traffic checks
- Actuate warning lights (early, late, not at all)
- Stop bus at designated area
- Proper steering (hands at 9 o'clock and 3 o'clock at stop)

UNLOADING

- Set parking brake
- Shift gearshift into neutral before opening the door
- Open service door
- Maintain light pressure on service brake
- Gather and instruct students with red lights on

GIVE DISCHARGING STUDENTS PROPER INSTRUCTIONS (PLACE OF SAFETY), ETC.

- "Walk 10 steps or more along the side of the roadway to the front of the bus and wait there for my hand signal".
- "When I drop my hand, I want you to walk to the center of the road (traffic edge) and stop there to check traffic on your own before crossing".
- "If it is safe, go directly to your place of safety which is _____"
"I want you to remain there until the bus leaves".
- "If I blow the horn, that means danger. Re-check traffic, if you see nothing, look back to me for further instructions".....
- Check traffic; check mirrors before students exit
- Count students exiting the bus
- Cover horn with opposite hand
- Check traffic before dropping hand
- Make eye contact — slowly drop hand straight down
- Recount students in designated place of safety.....

RESUME

- Shift gearshift into gear
- Check mirrors (count out loud in proper sequence)
- Close service door when safe to drive
- Release parking brake
- Check right and left side mirrors prior to pulling away.....

THIS PAGE COMPLETE <input type="checkbox"/>	OBI SCORING 3 POINTS EACH = _____ NUMBER OF ERRORS MARKED _____ x2 POINTS EACH = _____
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#16 RAILROAD

Driver Name _____

Date _____

MARKED ITEMS ARE AREAS MISSED

APPROACH Number Performed _____

- Traffic checks.
- Signal passengers for silence approximately 300 feet.
- Turn off noisy equipment (heaters, fans etc.).
- Actuate hazards lights at least 100 feet before stopping.
- Open driver side window just prior to stopping.
- Proper steering (hands at 9 o'clock and 3 o'clock at stop).
- Stop bus within 50 feet but not less than 15 feet from the nearest rail.

AT STOP

- Set parking brake.
- Shift gear lever into neutral.
- Open service door.
- Maintain light pressure on service brake.
- Look and listen twice through the door and window for an approaching train, engines or train cars.

RESUME

- Shift into the proper gear.
- Close service door.
- Release parking brake.
- Continue to look and listen while crossing the tracks.
- Approximately 50 feet past the crossing cancel hazard lights.
- Traffic checks.

#18 TURNAROUND

MARKED ITEMS ARE AREAS MISSED

APPROACH Number Performed _____

- Traffic checks.
- Actuate hazards lights before the bus reaches the road or lane where the turnaround is being made.

AT STOP

- Stop the bus in proper position for backing. The bus must be completely past the road or lane and not left of center.
- Bus is clearly visible to other motorist 500 feet in both directions.
- Shift bus into reverse.
- Sound horn before backing or have an audible signal while backing.
- Check traffic front and rear before backing.

BACKING

- Use mirrors properly while backing.
- Check traffic to the left at least twice while backing.
- Back slow and tight into road or drive on right.
- Finish in proper position. Parallel with the road and behind any stop lines, crosswalks or if none at a point where you can see clearly in all directions.

RESUME

- Shift into the proper gear.
- Cancel hazard lights.
- Actuate proper turn signal before proceeding.
- Check traffic before proceeding.

THIS PAGE COMPLETE <input type="checkbox"/>	NUMBER OF ERRORS MARKED _____ x2 POINTS EACH = _____
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