

# #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
- ☐ Damage to Bus
- ☐ Hazards
- ☐ Entry Check D-T-R
- ☐ OSHP Sticker

## STEP II. Engine Compartment

- ☐ Hood/Hinges
- ☐ Moisture
- ☐ Leaks A-C-F
- ☐ Wiring
- ☐ Hoses
- ☐ Belts
- ☐ Fluids O-C-PS
- ☐ Transmission Fluid (Weekly)
- ☐ Steering System
  - Steering Shaft
  - Gear Box
  - Hoses
  - Pittman Arm
  - Drag Link
  - Steering Arms
  - Tie Rod
- ☐ Washer Fluid

## STEP III. Inside Cab

### Safety Equipment

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

### Gauges and Brake Check

- ☐ Safe Start
- ☐ ABS Light
- ☐ Oil
- ☐ Fuel
- ☐ Ammeter/Voltmeter
- ☐ Temperature
- ☐ DEF
- ☐ Transmission
  - Engages in All Gears
- ☐ Parking Brake
- ☐ Service Brake

## Air Brake Test

### Automatic Failure if not in Proper Sequence

1. Air Gauge and Governor Cutoff
  - 120 psi - 140 psi
2. Service Brake - 3 psi
3. Low Pressure Light/Buzzer
  - 55 psi
4. Emergency Spring Brake
  - 45 psi - 20 psi

## Hydraulic Brake Test

- ☐ 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
- ☐ Heaters
- ☐ Defroster
- ☐ Air Conditioner
- ☐ Radio Check
- ☐ Master Warning Lights
- ☐ Amber
- ☐ Red
- ☐ Override
- ☐ Service Door
- ☐ Step Light

## STEP IV. Inside and Walkthrough

- ☐ Amber Warning Lights
  - Front Rear
- ☐ Seats
- ☐ Emergency Exits
- ☐ Window
- ☐ Roof
- ☐ Strobe Light

## STEP V. Walk-Around

### Bus Body

- ☐ Mirrors and Brackets
- ☐ Reflectors - F-S-R
- ☐ Reflective Tape F-S-R
- ☐ Stop Sign/Crossing Arm
- ☐ Emergency Door
- ☐ Floor Cleanliness
- ☐ Wheelchair Access
- ☐ Operate Door
- ☐ Operate Lift

### Front Axle

- ☐ Tires
  - Inflation
  - Condition
  - Tread Depth
- ☐ Rims
- ☐ Lugs
- ☐ Hub Oil Seal
- ☐ Suspension
  - Mounts
  - Springs
  - U-Bolts
  - Shocks
- ☐ Front Brakes
  - Hoses/ABS
  - Contaminates
- ☐ Splash Guards

### Chassis

- ☐ Frame
- ☐ Battery Box
- ☐ Drive Shaft
- ☐ Exhaust System
- ☐ Fuel Tank/Cap/Cage
- ☐ DEF Tank/Cap

### Rear Axle

- ☐ Tires
  - Inflation
  - Condition
  - Tread Depth
- ☐ Rim
- ☐ Lugs
- ☐ Axle Seal
- ☐ Bud Type Wheels or Spacer
- ☐ Splash Guards
- ☐ Suspension
  - Mount
  - Springs/Air Bags
  - U-Bolts
  - Shocks
- ☐ Rear Brakes
  - Hoses/ABS
  - Contaminates

## 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
- ☐ Headlights
  - Low Beam
  - High Beam
- ☐ Tail Lights
- ☐ Brake Lights
- ☐ Back-up Lights
- ☐ Beeper

## STEP VI. Post-Trip Inspection

- ☐ Set Parking Brake
- ☐ Put in Neutral
- ☐ Turn Off All Switches
- ☐ Check Seats for Damage and Interior for Cleanliness
- ☐ \*CHECK FOR STUDENTS\*
- ☐ Complete Report

\*(Automatic Failure if not completed)

## Additional/Optional Equipment

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START TIME for Pre-Trip

END TIME for Pre-Trip

TOTAL TIME for Pre-Trip

D = Door, T = Tread, R = Rail

F = Front, S = Side, R = Rear

A = Air, C = Coolant, F = Fuel

O = Oil, PS = Power Steering Fluid

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

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 use lights, wipers, etc., for conditions. \_\_\_\_\_ ☐

### #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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## LEFT #9 TURNS RIGHT

1 2 Approach 1 2

- ☐ ☐ Traffic check. \_\_\_\_\_ ☐ ☐
- ☐ ☐ Signal, decel, coast, lane \_\_\_\_\_ ☐ ☐

### If stop

Necessary, smooth, gap, stop line, full stop, wheels straight

- ☐ ☐ (4511.43) \_\_\_\_\_ ☐ ☐

### Turning

- ☐ ☐ Traffic check. \_\_\_\_\_ ☐ ☐

- ☐ ☐ Both hands, gears \_\_\_\_\_ ☐ ☐

- ☐ ☐ Speed, wide/short. \_\_\_\_\_ ☐ ☐

### Complete Turn

- ☐ ☐ Traffic check. \_\_\_\_\_ ☐ ☐

- ☐ ☐ Correct lane \_\_\_\_\_ ☐ ☐

- ☐ ☐ Signal, accelerate \_\_\_\_\_ ☐ ☐

## #8 INTERSECTIONS

### Stopping

S S

- Traffic check \_\_\_\_\_ ☐ ☐

- Deceleration, coast, gap, stop line,

- full stop (4511.43) \_\_\_\_\_ ☐ ☐

### Driving through

T T

- Traffic check \_\_\_\_\_ ☐ ☐ ☐

- Yield, lane, gear. \_\_\_\_\_ ☐ ☐ ☐

- Accelerate, traffic check. \_\_\_\_\_ ☐ ☐ ☐

## #10 CURVE

- Traffic check \_\_\_\_\_ ☐

- Speed: Enter, through, stay in lane \_\_\_\_\_ ☐

- Traffic check \_\_\_\_\_ ☐

## #11 LANE CHANGES

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

- Left \_\_\_\_\_ ☐

- Right. \_\_\_\_\_ ☐

## #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\*

U D

- Traffic checks \_\_\_\_\_ ☐ ☐

- Brake check, clutch \_\_\_\_\_ ☐

- In proper gear, keep right \_\_\_\_\_ ☐

- Hazard lights, if slow. \_\_\_\_\_ ☐

- Safe speed, braking \_\_\_\_\_ ☐

- Traffic check \_\_\_\_\_ ☐

\* 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) \_\_\_\_\_ ☐ ☐
- Perform 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 11/1/2024



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 ..... ☐

OBI SCORING 3 POINTS EACH = \_\_\_\_\_

NUMBER OF ERRORS MARKED \_\_\_\_\_ x2 POINTS EACH = \_\_\_\_\_

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 ..... ☐

OBI SCORING 3 POINTS EACH = \_\_\_\_\_

THIS PAGE COMPLETE ..... ☐

NUMBER OF ERRORS MARKED \_\_\_\_\_ x2 POINTS EACH = \_\_\_\_\_

## #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 ..... ☐

NUMBER OF ERRORS MARKED \_\_\_\_\_ x2 POINTS EACH = \_\_\_\_\_