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	STANDARD: **FMVSS & 49 CFR Part 396 (Transport Canada / NHTSA Guidelines)**	AUDIT FREQUENCY: **Daily Pre-Shift**

School Bus Pre Trip Safety Inspection Sop Template

Operational Scope: This Standard Operating Procedure establishes mandatory pre-trip inspection protocols for all district-operated and contractor-supplied school buses. Its primary objective is to eliminate transport-related mechanical failures, protect student passengers, and ensure full compliance with federal motor carrier safety standards.

MANDATORY PPE:	High-Visibility Safety Vest (ANSI/ISEA 107 Class 2), Heavy-Duty Leather Palm Gloves, Safety Glasses with Side Shields (ANSI Z87.1), Steel-Toe Safety Boots (ASTM F2413)
PREREQUISITES:	Verify vehicle ignition is off and parking brake is fully engaged before exterior inspection. | Ensure daily route manifests and previous day's DVIR (Driver Vehicle Inspection Report) defects have been resolved. | Confirm the bus is parked on level ground with wheels chocked if performing under-carriage checks.

EXTERIOR & ENGINE COMPARTMENT SAFETY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Fluid Levels & Leaks**	Engine oil, coolant, transmission fluid, and power steering fluid must be at safe operating levels with no active puddles or leaks beneath the engine bay.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Belts, Hoses, and Wiring**	All drive belts must show no excessive cracking or fraying; coolant hoses must be free of bulges, soft spots, or loose clamps; electrical wiring must be securely routed away from moving parts.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Tires, Wheels, and Lug Nuts**	Front tires must have minimum 4/32-inch tread depth; rear tires minimum 2/32-inch; no bulges or sidewall cuts; all lug nuts present with no rust trails or shiny threads indicating looseness.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Emergency Exits & External Lights**	All headlights, tail lights, turn signals, hazard flashers, strobe lights, and alternating red/amber warning lights must illuminate cleanly; emergency exit doors and windows must latch securely and trigger alarms.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

INTERIOR PASSENGER COMPARTMENT & SAFETY EQUIPMENT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Driver Seatbelt & Steering Play**	Driver seatbelt must latch securely and retract without fraying; steering wheel free play must not exceed 10 degrees (2 inches on a 20-inch wheel).	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Brake System & Interlock Check**	Service brake must hold firm; air brake low-pressure warning must activate at or above 60 PSI; stop-arm and crossing gate mechanical interlocks must deploy in sync with red warning lights.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Emergency Kit & Fire Extinguisher**	Fully charged BC fire extinguisher pinned and secured; bi-directional reflective triangles present; functional first aid kit stocked per district policy; body fluid cleanup kit present.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Passenger Seats & Interior Cleanliness**	All passenger seats securely bolted to the floor with undamaged, fire-retardant cushioning; aisle completely free of slip/trip hazards and debris.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified School Bus Driver / Inspector Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Director of Transportation / Fleet Safety Supervisor Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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