



ALABAMA MUNICIPAL INSURANCE CORPORATION MUNICIPAL WORKERS COMPENSATION FUND, INC.



Loss Control Division

PRE-TRIP INSPECTION FORM

Driver Signature _____ Date _____ Unit # _____

Mileage _____

K=OK N=Not Applicable R=Repaired or Adjusted X=Repairs Required

UNDER THE HOOD

Item to Be Checked	What to Look For
_____ Fluid Leaks	Puddles on the ground under the bus.
_____ Oil Level	Add only if below the "Add" mark on dipstick.
_____ Belts	Should be tight and free of cracks and chips.
_____ Power Steering / Brake Fluid	See "Full Hot" and "Full Cold" marks / dipstick.
_____ Coolant Level	See "Full Hot" and "Full Cold" marks / reservoir.
_____ Battery	Fluid level, corrosion, and cables to be tight.
_____ Windshield Washer Fluid	Check the level.
_____ Hoses	Cracks and swelling.
_____ Miscellaneous	Look for things broken or loose.
_____ Automatic Transmission Fluid	Check with vehicle level, transmission warm, and engine idling in park--does fluid look brown or smell burnt?
_____ Fuel Water Separator	Drain water and sediment daily.

FROM THE DRIVER'S SEAT

Item to Be Checked	What to Look For
_____ Brake and Back-Up Lights	Have someone check or use a mirror.
_____ Tune Signal Indicators	Check the indicators on the dash.
_____ Wipers and Washers	Check both speeds and look for streaks.
_____ Fans	Check all speeds by sound.
_____ Front Glass	Should be clean and unbroken.
_____ Inside Mirrors	Should be properly adjusted.

WALK AROUND THE VEHICLE

Item to Be Checked	What to Look For
_____ Outside Mirrors	Adjust using driver's seat as reference point.
_____ Wheels	Grease on wheel and rusty lug nuts.
_____ Tires	Slick and unevenly worn tires.
_____ All Lamps	Blown out bulbs or broken lenses.
_____ Rear End Leaks	Puddles on the ground under the bus.

OVER

WALK AROUND THE VEHICLE (continued)

Item to Be Checked	What to Look For
____ Emergency Door	Check buzzer and ease of opening.
____ Lift	Run through up/down cycle and observe.
____ Body	Cleanliness and any new dents or scrapes

BACK ON THE BUS

Item to Be Checked	What to Look For
____ Rear Glass	Should be clean and unbroken.
____ Fire Extinguisher	Check indicator.
____ First Aid and Body Fluid Kit	Be sure they are complete.
____ Triangle Reflectors	Complete and in good condition.
____ Gauges On Dash	In working order.
____ Dash Lights / Horn	In working order.
____ Brakes	Firm pedal / Capable of stopping vehicle.
____ Emergency Brake	Apply and try to move forward or backward.
____ Steering	Slack and pulling.
____ Doors	In working order.

COMMENTS

CONDITION OF ABOVE VEHICLE IS SATISFACTORY

Driver's Signature: _____

Above Defects Corrected on Date: _____

Above Defects Need Not Be Corrected For Safe Operation Of Vehicle (If not fixed immediately, date of repairs and written documentation must explained below.)

Driver's Signature: _____ Date: _____

Transit Coordinator's Signature: _____ Date: _____