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| Bus Registration Number: |  | Odometer Reading (once a week on Monday) kms: |  |
| Day: | **Monday** | **Tuesday** | **Wednesday**  | **Thursday** | **Friday**  | **Saturday** | **Sunday** |
| Date: | / / | / / | / / | / / | / / | / / | / / |
| Inspection Completed by: |  |  |  |  |  |  |  |
| Signature of Inspector: |  |  |  |   |  |  |  |
| **Item** | Pass ✓Fail/Defect × | Pass ✓Fail/Defect × | Pass ✓Fail/Defect × | Pass ✓Fail/Defect × | Pass ✓Fail/Defect × | Pass ✓Fail/Defect × | Pass ✓Fail/Defect × |
| Mirrors |  |  |  |  |  |  |  |
| Windscreen, Wipers, and Washers |  |  |  |  |  |  |  |
| Demister |  |  |  |  |  |  |  |
| Horn |  |  |  |  |  |  |  |
| Reversing Buzzer |  |  |  |  |  |  |  |
| Brakes, Gauges, and Warning Devices |  |  |  |  |  |  |  |
| Hazard, Lights and Reflectors |  |  |  |  |  |  |  |
| Structure and Bodywork |  |  |  |  |  |  |  |
| Wheels and Tyres |  |  |  |  |  |  |  |
| Bus Markings |  |  |  |  |  |  |  |
| Doors |  |  |  |  |  |  |  |
| Fire Extinguisher(s) and Emergency Exit |  |  |  |  |  |  |  |
| Clean / Tidy |  |  |  |  |  |  |  |

**Descriptions of items**

1. **Mirrors**
	* visual check of mirrors for security, damage, dirt and grime that would prevent clear vision
2. **Windscreen, Wipers, and Washers**
	* check wipers and windscreen washers and ensure clear forward vision
	* check windscreen washer water/fluid (check by squirting windscreen)
3. **Inside**
	* demister (cold/wet days only)
	* horn
	* reversing buzzer
4. **Brakes, Gauges, and Warning Devices**
	* brake failure indicators on the dash
	* other gauges and warning lights
	* parking brake
	* application of the brakes while the bus is in motion
5. **Hazard, Lights and Reflectors**
	* visual check that all reflectors and lenses are intact
	* check that all lights are working (put hazard lights on and walk around bus to check all are working)
6. **Structure and Bodywork**
	* visual check of all panels and are they secure (no visible damage that will affect operation of the bus)
	* check for any visible leaks of any oil, fuel, water, refrigerant/coolant, hydraulic or brake fluid (look on the ground for oil/water leaks)
7. **Wheels and Tyres**
	* visual check of tyres for pressure and tread integrity
	* visual check of wheel security (nuts all there)
8. **Bus Markings**
	* check that regulation signs and labels are in place and complete (parking permit, number plates, bus accreditation number on window)
9. **Doors**
	* check the door opening and closing mechanism
	* check the door interlock system
10. **Fire Extinguisher(s) and Emergency Exit**
	* check fire extinguisher(s) (green zip tie intact and the gauge arrow points to green)
	* check emergency exit hammer (in glove box)