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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)