

Rowan/Salisbury Schools

Pre-trip Checklist for Charter Bus Trips

School: _____

Group: _____

Date of Trip: _____

PLEASE INITIAL TO VERIFY

On the day of the trip, school personnel prior to leaving on the trip will check the following items:

Insurance company contacted & verified that the policy is in effect _____

The insurance carrier's number is listed on the Approved Carrier's list _____

A. Driver Checklist

1. Valid (NOT EXPIRED) driver's license with a "P" endorsement _____
2. Valid Medical Certificate with either the date of the exam or the expiration date (valid 2 years from the date of the exam) _____
3. Record of Duty Status – Log Book (restrictions on back) _____
4. Copy of previous (7) seven days Record or Duty Status for each driver _____

B. Vehicle Checklist

1. The vehicle that arrives should bear the name of the carrier that is stated on the trip contract _____
2. US DOT# on the vehicle _____
3. Registration card, license plate and vehicle identification # (VIN) match _____
4. DOT Annual Inspection (sticker or paper) NOTE: Documents indicate date of inspection, not Expiration (Inspection is valid for 1 year from date) _____

	GOOD	DEFECTIVE
• Headlights (low beam and high beam)	_____	_____
• Turn signals (front, side, and rear)	_____	_____
• Brake light	_____	_____
• Emergency Flashers	_____	_____
• Windshield wipers	_____	_____
• Rear Running Lights/Tail Lights	_____	_____
• Tires – <i>Do not allow the coach to transport students if the tires are slick or the wear bar is showing (a sturdy stick or ball bat to bump all tires/stick or bat should bounce back upon contact with the tire)</i>	_____	_____
• Emergency Exits	_____	_____
• Interior Lights	_____	_____
• Fire Extinguisher – fully charged	_____	_____
• Unusual oil/grease leak @ the wheel seal	_____	_____

I certify to the best of my ability and knowledge that the driver and vehicle checklists have been completed **PRIOR** to the trip and that the carrier has supplied the contracted requirements.

Time reported to location: _____ Time departed: _____

Printed Name of School Personnel: _____

Signature: _____

ONE COPY MUST BE FILED AT YOUR SCHOOL SITE AND ONE COPY MUST BE FAXED TO TRANSPORTATION

A driver can't drive more than 10 hours without taking and 8 consecutive hour break. A driver can't drive after having been on duty 15 hours (part driving time, part non-driving time) without taking an 8 consecutive hour break. A driver

can't drive after having been on duty 60 hours in a 7 day period, or 70 hours in an 8 day period if operating vehicles every day of the week.