

15 Passenger Shuttle Bus - Inspection Checklist

Each vehicle operator is responsible for performing daily checks on the vehicle they operate. Remember - you represent TTUHSC El Paso when you're driving a university vehicle. Observe all traffic rules and regulations, drive carefully, safely and courteously. Never drive under the influence of alcohol or illegal drugs.

Month/Year:																															
Shuttle Exterior																															
Approach van and look underneath for:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Excessive Leaks																															
Loose parts																															
Check Suspension	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Is van leaning to one side?																															
Check for obvious damage to:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Windows																															
Exterior light lens																															
Wiper blades																															
Missing Parts																															
Turn on exterior lights, are all exterior lights working properly?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Front																															
Rear																															
Left Side																															
Right Side																															
Inspect Engine (Engine should be off with keys in your pocket) Check Fluid Levels	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Oil Level																															
Coolant Level (When engine is cool)																															
Windshield Wiper Fluid Level																															
Brake Fluid Level																															
Power Steering Fluid Level																															
Check tires for:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Tread depth																															
Are the hubcaps secure?																															

Notes:

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Shuttle Interior	Continuation...																														
Sit in driver's seat to check :	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Horn																															
Windshield wipers and washer																															
Backup alarm, if your van has one																															
All indicator lights and gauges																															
Make sure driver's seat is not loose and properly adjusted for you	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Can you reach floor pedals, steering wheel and all other controls comfortable without straining?																															
Are you so close that your movement is restricted?																															
Inspect the front seat areas	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Are they clear of loose items and debris?																															
Keep front seat area, dash and floor clear of clipboards, papers, trash, etc.																															
Check all mirrors	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Are they clean? Can you see clearly?																															
Adjust each mirror to reduce blind spots as much as possible																															
Check passenger area	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Is the interior lighting operational?																															
Are the seats secure and in good condition?																															
Are the seats and floor clean?																															
Are safety restraints our and accessible to each passenger?																															
Before driving the van	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Adjust steering wheel so the airbag is directed to your chest, not your face																															
Put on your safety restraint																															
Lock the doors																															