



# Post-Trip Report Form

Today's Date: \_\_\_\_\_

Driver must inspect the assigned vehicle after the mini bus is used and parked at APC.  
*Return this form and the bus keys to the office.*

Driver Name(s) \_\_\_\_\_ Odometer: \_\_\_\_\_

OK	Repair	Engine Off Criteria
		Engine Oil within acceptable limits
		Fan belts tight and show no obvious damage
		Coolant level acceptable
		Tire tread and sidewalls show no damage
		Tires properly inflated
		Windows clean inside and outside
		Windshield wipers clean and not stuck to windshield
		Seat belts function properly
		First Aid Kits and Bus Binder present
		Fire Extinguisher available

OK	Repair	Engine On Criteria
		Headlights function on both Hi and Lo Beam
		Turn Signals function
		Brake Lights function including third brake light
		Reverse lights / Back up alarm functions
		Fluid leaks discovered
		Horn Sounds
		Mirrors function and are clean
		Brakes function correctly
		Any new damage noted after using this bus?

Exterior condition – scratches, dents, etc.:

\_\_\_\_\_  
\_\_\_\_\_

I have personally inspected the mini bus and have found it to be in the condition listed above.

Signature of Driver(s):

Date

➔ Return this completed form and the bus keys to the office. If closed, use the office drop box.