

PREVENTATIVE MAINTENANCE INSPECTION REPORT FOR NON-SCHOOL BUS PASSENGER VEHICLE

BOARD OWNED \_\_\_\_\_ LEASED VEHICLE \_\_\_\_\_ CONTRACT VEHICLE \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
VEHICLE YEAR: \_\_\_\_\_  
VEHICLE COLOR: \_\_\_\_\_  
VEHICLE MAKE: \_\_\_\_\_  
VEHICLE MODEL: \_\_\_\_\_  
LICENSE PLATE EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
ODOMETER READING: \_\_\_\_\_

DRIVER NAME (PLEASE PRINT): \_\_\_\_\_  
DRIVER SIGNATURE: \_\_\_\_\_  
DRIVER LICENSE #: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
DRIVER LICENSE EXPIRATION #: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
INSPECTOR NAME (PLEASE PRINT): \_\_\_\_\_  
INSPECTOR SIGNATURE: \_\_\_\_\_

IN THE SPACE FOLLOWING EACH ITEM, PLEASE INDICATE THE CONDITION AS FOLLOWS

(✓) Item Is Acceptable (O) Adjustments Made (N/A) Not On Vehicle (X) Repairs Needed

ROAD TEST ON LOT		ROAD TEST ON LOT (continued)		REAR AXLE	
ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection Condition
Engine Oil ( _____ Qts. Low)		Transmission Shift		Differential	
Ignition Switch		Steering Play		Shock Absorbers	
Engine Operation		Brake Performance		Axle Housings	
Oil Pressure		Parking Brake		Brake Lines	
Instruments		Horn		Brake Lining	
Pedals & Pads		Windshield Washers		Wheel Bearings	
Drive Test (On Lot)		Windshield Wipers		Seals	
Air Conditioner, Heater, & Defroster		Glass		Hubs & Drums	

DRIVE LINES		CHASSIS FRAME, FUEL, TRANSMISSION		CHASSIS FRAME, FUEL, TRANSMISSION (continued)	
ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection Condition
Yokes & Splines		Tail Pipe		Frame Rails	
Flange Bolts		Muffler		Cross Members	
Universal Joints		Exhaust Pipe		Leaks	
		Hangers		Fluid Level	
		Mounting Bolts		Shift Linkage	
		Fuel Tank & Straps		Mountings	

FRONT AXLE		WHEELS & TIRES		WHEELS & TIRES (continued)		
ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection Condition	
Brake Lines		Alignment				
Axle		Lugs & Studs				
Shocks/Struts & Ball Joints		Tire Balance				
Bearings		DEPTH 32nd	Inspection	Depth	DEPTH 32nd	Inspection
Hubs and Drums		Left Front Depth			Right Front Depth	
Wheel Cylinders		Left Rear Depth			Right Rear Depth	
Brake Lining		Spare Tire				

ENGINE					
ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection Condition
Water Leaks		Oil Filter		Thermostat	
Steering Gear & U Joints		Alt./Reg. (Volts ____ Amps ____)		Anti-Freeze	
Fan Belts		Air Cleaner		Fuel Filter	
Fuel Leaks		Radiator Mountings		Hoses	
Oil Leaks		Alternator & Bearings		Battery	
Oil Pressure		Power Steering Pump			
Change Oil		Engine Mounts			

CAB & BODY					
ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection Condition
Doors & Stops		Bumpers		Tail Lights	
Handles & Hinges		License Plate & Light		Brake Lights	
Seals		Fuel Tank Cap		Turn Signals	
Under-Dash Wiring		Hood & Latches		Backup Lights	
Seat Belts & Upholstery		Head Lights & Reflectors		Gauges	
Emergency & Safety		Mirrors		Check Engine/Anti-lock Braking System	
Fenders		Railroad Crossing & Vehicle Used to Transport School Children Decal		Insurance	

COMMENTS:

April 2025