

# SCHOOL BUS INSPECTION LOG BOOK

(To Remain In Vehicle)

In addition to the school bus inspection log book, the following documents must be present in the school bus vehicle:

- Vehicle Registration
- Periodic Mandatory Vehicle Inspection Certificate

Log Book Version 08/20

Log book meets requirements of  
M.R. 95/2008; M.R. 465/88R

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## **INSTRUCTIONS FOR COMPLETION**

The log book is to remain in the school bus vehicle.

Manitoba Regulation 465/88R states:

15 *The driver of a school bus shall*

*(c) determine the safe condition of the school bus by daily inspection and immediately report any defect to the school board;*

19 *The school board shall ensure that each school bus is equipped with a vehicle log book, maintained in the form and manner prescribed by the minister.*

Prior to operating any school bus vehicle for purposes of transporting students, the driver shall:

1. Inspect the vehicle, including all components listed on the following pages;
2. Record the date, odometer reading, defect(s), name of the individual to whom the defect(s) were reported; sign the log book.

There are two types of defects:

- **Minor Defect** - a defect that must be recorded in the log book but does not restrict use of the school bus. Defect(s) must be recorded each day until they have been corrected and the *Repaired* column has been signed and dated.
- **Out-Of-Service Defect** - the school bus cannot be used to transport students until repairs are completed.

If no defect(s) are found during the inspection, the driver must enter "nil" in the *Defect Report* column. **The *Defect Report* column must not be used to record information that does not relate to the condition of the school bus vehicle.**

### **Remember !**

Post-trip inspections of the bus must be performed after A.M. and P.M. routes are completed.

***Check for students left behind on the bus!***

## Pre-Trip Inspection Checklist

### Outside Checks ↗ Method Legend:

V = Visual

M = Manual

A = Audible

N/A = Not Applicable

Item	Method	Proper Condition	Minor Defect	Out-Of-Service Defect
Manitoba Safety Inspection Decal	V	Legible; valid	N/A	Missing; unreadable; expired
Windshields	V	No damage; clear vision	Stars or chips less than 13 mm (1/2") or cracks less than 50 mm (2") in the wiper swept area	Damaged or deteriorated in such a way that driver's normal vision is materially impaired in the wiper swept area
Mirrors	V	No damage; secure	Insecure	Obstructed; fails to provide a clear view
Side Windows	V	No damage; clear vision	Leaking; cracked	Obstructing vision; shattered
Bumpers – Front & Rear	V; M	No damage; secure	Insecure; bolt missing	Missing; damaged; outside of body lines
Rear Emergency Door	M	Opens/closes	Buzzer not functioning; door hinges stiff to open	Door fails to open/close securely
Tires	V; M	Appear proper	Damaged tread or sidewall; tire leaking	Flat tire; tire tread depth less than wear limit; tire in contact with another tire or any vehicle component other than mud flap; tire marked "not for highway"; tire has exposed cords in the tread/outer sidewall area
Wheel Hub & Fasteners	V; M	Appear proper	Hub oil below minimum level (with sight glass); wheel seal seepage	Wheel has loose/missing/ineffective fastener; damaged/cracked/broken wheel/rim or attaching part; evidence of imminent wheel/hub or bearing failure
Suspension	V	No noticeable sag/ lean	Seepage of shock absorber; air leak in air suspension system; suspension fastener loose/missing/broken	Shock absorber missing/damaged; deflated air bag; cracked/broken main spring leaf or more than one broken spring leaf; part of spring leaf/suspension missing/shifted out of place or in contact with another vehicle component; loose U-bolt
Air System	V; A	No damage; secure	Air seepage in air system	Audible warning operating; damaged part(s) of air system causing problems with air build-up
Bus Body & Frame	V; M	No damage; secure	Insecure/missing body parts; insecure/missing compartment doors; damaged frame/body	Visibly shifted/cracked/collapsing/sagging frame member(s); any exterior body panel damaged/deteriorated so that it causes a hazard to others
Brake Fluid Reservoir Level	V; M	Between minimum and maximum mark	Brake fluid level indicated at minimum level on reservoir	Below minimum level on reservoir
Coolant Level & Radiator Belts	V; M	Adequate level; drive belt(s) in place	Coolant level below add mark; coolant visible in reservoir; minor cracks in drive belt(s)	Leaks; no coolant visible in reservoir; drive belt(s) missing
Engine Oil Level	V; M	Operating level	Oil level at "add" mark on dipstick	Oil level below "add" mark on dipstick
Fuel System	V	No damage/leaks	N/A	Missing fuel tank cap; insecure fuel tank; dripping fuel leak
Licence Plate	V; M	Valid; secure	Loose	Invalid; missing

### Hydraulic Brake System

Item	Method	Proper Condition	Minor Defect	Out-Of-Service Defect
Hydraulic Brake System	V; M; A	Functioning	N/A	Brake boost/power assist inoperative; brake fluid leak; brake pedal fade/ insufficient brake pedal reserve

### From Driver's Seat With Ignition Off (depress brake pedal)

Item	Method	Proper Condition	Minor Defect	Out-Of-Service Defect
Hydraulic Brake Back-Up System	V; M; A	Functioning	N/A	Fails to operate

### Starting the Engine

Item	Method	Proper Condition	Minor Defect	Out-Of-Service Defect
ABS Warning Light	V	No warning light	Warning light on (no ABS brakes)	N/A
Brake Warning	V; A	No warning light or buzzer	N/A	Activated warning device
Driver's Compartment	V; M; A	Pedals/gauges functioning properly	Instruments inaccurate/no free play in clutch (if applicable)	Accelerator sticking and engine fails to return to idle; activated bus chassis warning device; clutch fails to release
Neutral Safety Switch (if applicable)	V; M	Engine starts	Engine starts in gear	N/A
Mirror Adjustment	V; M	Properly adjusted	Fail to provide required view to driver due to damage/maladjustment	Crossover and/or rear view mirrors do not provide proper view
Steering	V; M	Functioning	Steering wheel lash (free play) greater than normal	Steering wheel insecure/does not respond normally; steering wheel lash (free play) exceeds prescribed limit

**With Engine Running, Check From Driver's Seat**

↪ **Method Legend:**                      **V = Visual**      **M = Manual**                      **A = Audible**                      **N/A = Not Applicable**

Item	Method	Proper Condition	Minor Defect	Out-Of-Service Defect
Horn	M; A	Functioning	No operative horn	N/A
Defroster/ Heater Operation	M; A	Functioning	Control/system failure	Defroster motor fails to operate in all selected positions; airflow over intended area not present
Windshield Wiper/ Washer	V; M; A	Functioning	System or control does not work properly; wiper blade is damaged/ missing; wiper or washer does not work properly	Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's-side wiper when prevailing weather conditions require use of wiper or washer
Park Brake	V; M	Functioning	Releases, but light stays on	Park brake won't release
Service Door Control	V; M	Operates properly	Operates unevenly	Door fails to open or close securely
Interior & Stepwell Lights	V; M	Operate properly	No more than one lamp not functioning	N/A

**Look Inside the Bus**

Item	Method	Proper Condition	Minor Defect	Out-Of-Service Defect
Driver's Seat & Seat Belt	M	Operate properly	Seat damaged/ripped	Seat belt/tether belt insecure/missing or malfunctions; fails to maintain selected adjustment
Passenger Seats	V; M	No damage; secure	Seat(s) damaged/ripped (move passengers if necessary)	Any seat or attaching fixture with a defect that may constitute a hazard to any person
Passenger Compartment	V; M	No damage	Stanchion padding damaged; damaged steps/slipping hazard; insecure/damaged overhead compartment	Interior body panels damaged/present a hazard to any person; passenger seat insecure
Emergency Exits (i.e. rear door; side windows; roof top)	V; M; A	Function properly	Buzzer inoperative	Emergency exits fail to function as intended
Fire Extinguisher	V; M	Secure; charged	Insecure	Missing/discharged (reading in gauge)
First Aid Kit	V; M	Secure; sealed	Insecure; seal broken	Missing
Fire Axe or Crow Bar	V; M	Secure	Insecure	Missing
Triangular Reflectors	V; M	Secure	Insecure	Missing/broken
Wheelchair Door/Latches	V; M; A	Opens/closes	Buzzer not functioning; door hinges stiff to open	Door fails to open/close securely
Wheelchair Lift	V; M; A	Functions properly	Wheelchair lift has uneven movement; lift operates slowly	Lift safety devices fail to function as intended; lift does not complete cycle; interlock system fails to activate/release as intended
Wheelchair Restraints	V; M	Function properly	N/A	Malfunction; absence of required passenger or mobility device restraints
Cargo Securement	V; M	Secure	Insecure	Failure/malfunction/deterioration of required items to be secured

**Outside Checks**

Item	Method	Proper Condition	Minor Defect	Out-Of-Service Defect
Crossing Arm	V	Functioning	Broken; sharp edges; fails to extend (priority: repair as soon as possible)	N/A
Stop Arm	V	Functioning	One lamp flashing	Lamps do not alternate; lamps inoperative; stop arm missing/damaged; stop arm will not extend fully or stay fully extended
Loading (warning) Lights	V	Functioning	One of eight lamps inoperative; cracked/fogged lens	Two or more lamps inoperative; lamps do not alternate
Turn Signals	V	Functioning	Front exterior lamps inoperative; cracked/fogged lens	Does not have at least one left and one right rear turn signal lamp
Daytime Running Lights	V	Functioning	Not operating as original equipment manufacturer designed	N/A
Headlights	V	Functioning	One low beam headlight inoperative; cracked/fogged lens	Failure of both low beam headlights
Stop Lights	V	Functioning	One of four lamps inoperative; cracked/fogged lens	Two or more lamps inoperative
Tail Lights	V	Functioning	One of four lamps inoperative; cracked/fogged lens	Two or more lamps inoperative
Marker/Clearance Lights	V	Functioning	Up to three lamps inoperative; cracked/fogged lens	More than three lamps inoperative
Back-Up Lights	V	Functioning	One lamp inoperative; cracked/fogged lens	More than one lamp inoperative
Hazard Warning Lamps	V	Functioning	Both front hazard lamps inoperative; cracked/fogged lens	Both rear hazard lamps inoperative
Exhaust System	V (with engine running)	Functioning	Exhaust leak except as described in <i>Out-Of-Service Condition</i> column; loose components	Exhaust leak causes exhaust gas to enter occupant compartment
Strobe Light	V	Functioning	Strobe light inoperative	N/A

MONTH/YEAR:                 / 20

PRE-TRIP INSPECTION ON UNIT: \_\_\_\_\_

POST-TRIP INSPECTIONS ARE TO BE PERFORMED AFTER A.M. AND P.M. ROUTES ARE COMPLETED.



Day	Odometer Reading	Fuel	Oil	Defect Report ("Nil" or List Defects)	Reported To (List name)	Driver Signature	Repaired (Mechanic Signature)	Date of Repair (Day/Month/Year)	Post-Trip Inspection	
									A.M.	P.M.

**NOTE: SUBMIT TOP COPY OF INSPECTION FORM TO DIVISION OFFICE EVERY 20 OPERATING DAYS.**

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