

## **Pre Trip Form**

(Fill out prior to departure, turn in to Shop Foreman or leave in Drop Box)

Date	Present	Mileage	Driver				
Departure	Last Engine	Service	Coach Name & #				
Present # o	f Bunks Last Trans.	Service	Tour				
Present Ger	n Hours Last Gen.	Service _	Trailer # (if applicable)				
Safety & Mechanical Inspection							
	Exterior Washed & Clean		Windshield, Wipers & All Windows				
	Wheels, Studs, Lugnuts		Belts ( Condition & Tension)				
	Tires (Air Pressure and Wear)		Belt Kit (Complete for Engine & Gen)				
	Hoses (Air, Oil, Fuel, Coolant)		Parts Kit				
	Steering & Suspension		Headlights, Tail Lights, Clearance Lights				
	Fire Extinguisher		Emergency Equipment (Triangles, etc.)				
	Bus Full of Fuel		Brake Check & Inspection				
	Electronic Log Device Connecting		Registration/Cab Card				
	Emergency Exits w/ Stickers		Current Annual Inspection & Sticker				
	Emergency Hatch Usable		Insurance Up-To-Date				
	IFTA Stickers		On Board Lease/Post Trip				
Interior Inspection							
	Interior Lights/Dash		CB Radio Working				
	Interior Cleaned & Vacuumed		Toll Pass				
	Refrigerator Cleaned & Working		One (1) set of coach & bay keys				
	Bathroom Cleaned & Working		Bunk, Sconce, Floor, Ceiling, and all other Lights Functional				
	Linens Counted (missing)		Vacuum on Board VACUUM ID #:				
	Comforters Counted (missing)		Breeze Rug on Board/Clean				
	Bunks Made						
		Rep	pairs if Needed				

Continued On Other Side

HVAC & Plumbing						
Bus A/C Functioning Properly Coach A/C Functioning Properly De-Winterized (March thru Nov.)	□ □ □ Re	A/C Filters (Cleaned & Inspected) Plumbing ( Fresh & Black ) Functioning pairs if Needed				
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	Fluid I	Level Inspection				
		•				
Main Engine Oil		Main Engine Coolant				
Fuel		Transmission				
Generator Oil		Generator Coolant				
		Electronics				
*Functi	ionality of a	all electronics is to be tested.				
Internet Box & ID #:						
FRONT		REAR				
CD/DVD PLAYER		CD/DVD PLAYER				
Satelite Receiver		Satelite Receiver				
TV		TV				
Remotes		Remotes				
Stereo		Stereo				
		BUNKS				
TV/DVD PLAYER (if applicable)		Number				
	Exterio	r Body Inspection				
List and describe any dan		to and Video recommended for person	nal use.			
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5 4 3 2 1		1 2	3 4 5			
Driver Signature Date						
		AMAGE OR LOSS NOT REPORTED ON				