



Teacher's Pre-Trip Checklist for Student Extracurricular Activities

Conduct a Pre-Trip Review at the time of the trip. Make sure that the driver(s) and vehicle(s) meet all criteria immediately before departure. Typically this is the responsibility of the school principal, teacher or designee.

OPERATIONAL

- Prior to the day of the trip, review the terms of the contract. Take a copy of the contract on the trip.
Note: Emergency contact name and phone number should be in the contract.
- Check to make sure that the bus company that arrives is the one that was contracted with for this trip. If any bus is not from that company, ensure that the buses assigned are valid subcontractors on the list of pre-qualified vendors provided by the school system.
- Make sure that the proper number of buses and drivers are present, as stipulated in the contract for the trip.

VEHICLE

- Windows/Windshield
- Interior Lights
- Headlights (high beam/low beam)
- Tail lights/Brake lights
- Horn
- Tires (No Slick Tires!)
- Unusual oil/grease leaks at wheel seal
- Fire extinguisher (charged)
- Walk around vehicle and listen for air leaks while driver applies the brake
- Copy of the Annual Safety Inspection (either sticker or paper)

DRIVER INFORMATION

- Valid Commercial Driver's License with a P (passenger) endorsement
- Valid Medical Certificate (pocket card)
- Driver's Record of Duty Status (Log Book)
- Copies of the previous seven (7) days record of duty status for each driver
- Vehicle registration card to ensure that vehicle is authorized to operate in the states of the trip.
Make sure that the license plate and VIN # matches the registration card.

The best defense against a life-endangering incident is a well-qualified, healthy, and rested driver. Take the time to check out the bus and driver you hire. For more information on ensuring a safe trip, visit www.fmcsa.dot.gov/safetyprogs/bus.htm. Your students, and their parents, will greatly appreciate it.