

SCHOOL BUS DRIVER DAILY MORNING PROCEDURE GUIDE

PERFORM ALL STEPS IN ACCORDANCE WITH DOT RULES & REGULATIONS

1 GET BUS KEYS & TRIP CARD

- ✓ Retrieve your bus keys, daily trip card, and field trip sheet (if designated).



2 ALWAYS CHECK FUEL LEVEL

- ✓ NEVER GUESS – Make sure your gas tank filled to a safe level every morning.



3 PERFORM YOUR PRE-TRIP INSPECTION

- ✓ Complete the Pre-Trip checklist to ensure vehicle safety.
- ✓ **Check Tires:** Proper inflation, lug nuts secure
- ✓ **Inspect Lights:** Clearance, stop sign, flashers.
- ✓ **Look for Leaks:** Check under the bus.



4 DOCUMENT MILEAGE

- ✓ Record your starting mileage on your trip card.



! REMEMBER: FOLLOW DOT SAFETY PARAMETERS!

- ✓ Check Tires & Lugs
- ✓ Inspect All Lights
- ✓ Look for Leaks



ALWAYS ENSURE YOUR BUS IS SAFE
BEFORE FIELD TRIPS



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