

Appendix B

**NJMVC DRIVERS VEHICLE INSPECTION REPORT**

DATE OF INSPECTION	TIME	DATE OPERATOR NOTIFIED	TIME	OPERATOR / DESIGNEE SIGNATURE	FLEET UNIT NUMBER
OPERATOR		DRIVER NAME (Print or Type)		LICENSE PLATE NUMBER	
ADDRESS		DRIVER NAME SIGNED		VEHICLE TYPE (Circle One) A B C D SV	

**VEHICLE COMPONENTS INSPECTED**

Repair Date	Needs Repair	ITEM BEFORE OPERATING	Repair Date	Needs Repair	ITEM DURING WARM UP	Repair Date	Needs Repair	ITEM DURING WARM UP
		Bus Interior Damage			Service Brakes			School Bus Warning Lights
		Bus Interior Cleanliness			Low Air Warning			Service Door Operation
		Fire Extinguisher			Parking Brake			Emergency Exits
		First Aid Kit (if Applicable)			Fuel Gauge			Emergency Exits Buzzers
		Portable Warning Devices			Amp Meter			Stop Arm
		Wrecking Bar (if Applicable)			Oil Pressure			Crossing Gate
		Seat Belt Cutter			Horn			Exhaust System
		Seats			Heaters / Defrosters			Fluid Leaks
		Left Front Tire			Windshield Wipers			Steering Wheel Free Play
		Right Front Tire			Windshield Washers			Steering Column
		Left Rear Outside Tire			Headlights			Drivers Seatbelt
		Left Rear Inside Tire			Tail Lights			Passenger Seatbelt
		Right Rear Outside Tire			Stop Lights			Miscellaneous
		Right Rear Inside Tire			Brake Light Indicator			<b>HANDICAPPED</b>
		Wheels / Rims			Marker / Clearance Lights			(If Applicable)
		Lug Nuts			Directional Signals / 4-Way			Power Lift
		Credentials			Reflectors			Lift Door
		Bus Exterior Damage			Mirrors			Buzzer
		<b>MILEAGE BEGINNING</b>						Interlock
								Identification
		<b>MILEAGE ENDING</b>						Light
								Fluid Leaks

✓ if O.K. or X if defective. If vehicle has any problem that would impair a safe trip, contact the office before moving vehicle.

**ALL DEFECTS MUST BE WRITTEN UP ON A VEHICLE REPAIR REQUEST**