



Driver's Pre-trip Inspection

1. **Walk around the vehicle, look for the following:** under-inflated tires; ANY new dents/scratches on the body; cracked broken or missing reflectors, bulb covers, mirrors or windows. *Any damage to vehicle should be reported to Crystal Myers ASAP.*
2. *On the White Bus, start the engine with the rear door locked, listen for the warning buzzer. Have the bus attendant unlock the rear door to silence the buzzer.*
3. **Turn on the headlights, 4 way flashers, and left turn signal.** Walk around the vehicle checking that all lights are lit.
4. **Turn on the right turn signal** and check that those lights are working also. Turn off all signal and sound the horn.
5. Have the bus attendant **check that the high beams work** when you signal them.
6. Have the bus attendant **check that the back brake lights and back-up lights also work** when you press on the brake and shift into reverse.
7. *Put the vehicle back into park, you are now ready to begin your run!*

Driver's Post-trip Inspection

Check the gas gauge and fill the tank when it's approaching the half-full mark.

Be sure to lock ALL doors and return the key to the lock box & turn the dial. Close the lock box door.

Attendant's Pre-trip & Post-trip Inspection

1. Assist driver with checking all the lights on the vehicle prior to leaving
2. Walk around vehicle with driver and check for items listed under #1 above.
3. **After the run:** Check for any open windows, close them
4. Look for any objects left on seats or floor. Discard any trash.
5. Sweep the floor, wipe down seats and other highly touched objects. (Railings, door handles, etc.) Empty the waste basket.
6. *On the White Bus-* Check for bungee cords (*they tend to disappear*). If needed, additional cords are in the garage with the Vehicle supplies. (left side of garage, top shelf)
7. **The rear door of the White Bus should be locked before leaving for the night.** ***The rear door should also be locked while the bus is parked at the Shared Meal and guests are inside the building.*

Please report any incidents or vehicle damage to Crystal Myers, AHTN Program Consultant
EMAIL: CMYERS@AHTN.ORG OR 267-261-1681