



ARIZONA DEPARTMENT OF PUBLIC SAFETY

Student Transportation

2222 W. Encanto Blvd.
Phoenix, Arizona 85009

Phone: (602) 223-2646

Regulation R13-13-104D

Pre-Trip Inspection

The transportation of school children is an integral part of our educational system and requires the dedication and cooperation of many individuals. However, the ultimate responsibility to ensure the safe transportation of our children rests with you - the School Bus Driver.

The school bus driver must remember that regardless of how well a school bus is engineered and constructed it will not function to its maximum capabilities if it is not properly maintained. Even though you do not do the mechanical repairs, you are the only one who may be aware of malfunctions and it is your responsibility to report such defects before a hazardous situation develops which could endanger the lives of your passengers.

Remember - you, the driver, are in the best position to know your bus - you are truly the first line of defense against unsafe vehicles.

Authority of school bus drivers:

Passengers shall comply with all instructions given to them by a school bus driver. A passenger or a non-passenger who has boarded the school bus and refuses to comply with the school bus driver's instructions, the school bus driver may seek emergency assistance to remove the passenger or non-passenger from the school bus, or prevent the passenger or non-passenger from boarding. All adult passengers such as coaches, teachers, monitors, etc., are also under the authority of the school bus driver.

Additional requirements:

- The doors of a school bus shall be closed prior to moving and shall remain closed whenever the bus is in motion, whether or not pupils are aboard. This provision does not apply within a garage or bus storage areas.
- Drivers of school buses shall be required to wear a seat belt whenever the school bus is in motion.
- The school bus shall not be fueled in a closed building while the engine is running or when passengers are aboard.

Railroad Crossings:

In addition to the requirements for railroad grade crossings contained in A.R.S. 28-853, a school bus driver shall comply with the following:

- Use hazard warning lights as described in A.R.S. 28-947(D) within a minimum of 100 feet of all railroad grade crossings to warn motorists of an intended stop.
- Shut off any radio or other source of sound within 50 feet of a railroad grade crossing.
- Stop the school bus, with or without passengers aboard, at railroad grade crossings where traffic at the railroad crossing is not directed by a police officer or a traffic control signal.
- While stopped at a railroad grade crossing at which traffic is not directed by a police officer, completely open the service door and the window to the left of the driver and, by hearing and sight, determine that it is safe to cross. Before proceeding, close the service door.
- Do not stop to load or unload passengers within 200 feet of a railroad grade crossing. This provision does not prohibit stops at a railroad station or on a highway that parallels the railroad tracks.

RESPONSIBILITY OF THE SCHOOL BUS DRIVER

Before transporting passengers, the driver shall perform a planned and systematic daily pre-trip inspection of the school bus. The school bus driver's pre-trip inspection shall cover at least the items listed on the reverse side.



School Bus Driver Daily Pre-Trip Checklist

Place a mark (✘ or ✓) after each item if satisfactory

Regulation R13-13-108D

WEEK ENDING						BUS NUMBER
INSPECTION ITEM	M	T	W	T	F	DEFICIENCY
1. All Lamps, including alternately flashing, back-up, clearance, hazard, head, identification, interior, side marker, stop, tail, turn signal, strobe lamps (if any), and emergency warning devices.						
2. Tires, wheels and wheel fasteners						
3. Service door						
4. Steps and step wells						
5. Emergency exits and signals						
6. Emergency doors and signals						
7. Wheelchair lift and wheelchair lift dome lamp						
8. Wheelchair securement devices						
9. Wheelchair securement anchorages						
10. Special-service entrance door and signal						
11. Windows, windshield & wipers						
12. Instrument panel & gauges						
13. Service brake (including brake warning devices)						
14. Parking brake						
15. Bumpers						
16. Seats and seat frames						
17. Floor coverings, School bus body						
18. Engine fluid levels						
19. Engine compartment steering components						
20. Stop arm						
21. Horn						
22. Mirrors						
23. Engine fluid gauges						
24. Noise suppression switch, if equipped						
25. Child alert notification system, if installed						
26. Crossing control arm, if installed;						
27. Air conditioning system, if installed						
28. Check all emergency equipment to determine that the emergency equipment complies with the standards in R13-13-107(11) and R13-13-110.						
Mon.	SIGNATURE					
Tue.	SIGNATURE					
Wed.	SIGNATURE					
Thu.	SIGNATURE					
Fri.	SIGNATURE					