

# GREAT NECK PUBLIC SCHOOLS

## Teacher's Pre-Trip Report

Prior to the students boarding the school bus, the teacher/advisor shall:

1. Inspect the interior of the bus for backpacks, packages, etc. left on the bus and report them to the bus driver and a school administrator.
2. Have the bus driver, who has been pre-approved to drive for the district by the Superintendent of Schools, complete the reverse side of this document and sign.
3. Ascertain that the driver knows the destination and the route of the trip.
4. Give this report along with a passenger list to the principal who will forward both items to the Transportation Department.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature

(The signing of this report in no way makes the signer liable for any legal action resulting from the trip.)

\_\_\_\_\_  
Principal's Signature

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## Bus Driver's Pre-Trip Report

	Satisfactory	Unsatisfactory	Comments
Tires F/R			
Exhaust system			
Gauges			
Engine Operation			
Seat Belts			
Mirrors			
Heater			
Windshield Wipers			
Washer Fluid			
Horn			
2-way Radio Operation			
Brakes			
Emergency Brake			
First Aid Kit			
Headlights			
Stop lights			
Directional Signals			
Red & Amber Flashers			
Tail Lights			
Fire Extinguisher			
Cleanliness			

Bus # \_\_\_\_\_ License # \_\_\_\_\_ Company Name \_\_\_\_\_

Date \_\_\_\_\_ Destination of Trip \_\_\_\_\_

Driver's Name (Please Print) \_\_\_\_\_

Drivers Signature \_\_\_\_\_

**Please give this report to the Teacher in charge of your trip.**

*Revised: 03/01/04*