

JONES COUNTY SCHOOLS  
TERRY GRAHAM  
DIRECTOR OF TRANSPORTATION  
JONES COUNTY SCHOOLS  
711 HILLCREST DRIVE  
LAUREL, MS 39440  
PH. # 601-426-9714, FAX # 601-425-1863

MEMO: BUS DRIVER

FROM: TERRY GRAHAM, DIR.  
TRANSPORTATION DEPT.

DO YOUR DAILY INSPECTION TWICE A DAY EVERYDAY. **(ONCE BEFORE YOUR MORNING ROUTE AND ONCE BEFORE YOUR AFTERNOON ROUTE).**

FORM IS DUE IN OUR OFFICE THE END OF EACH MONTH.

**\*\*\*IF THIS FORM IS NOT COMPLETED MONTHLY ALONG WITH YOUR TIME SHEETS, YOU WILL NOT RECEIVE A CHECK\*\*\***

Thank you,  
Terry Graham

DAILY INSPECTION SHEET

MONTH: \_\_\_\_\_

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

(circle date inspected, mark A over date absent, and a line thru weekends and holidays)

**Have performed daily inspection on dates circled as follows:**

Check the oil, water, battery, power steering fluid and belts before starting the engine.

Start engine and make an inside check (instrument panel, brakes, windshield wipers, stop arm, horn, mirrors, turn signals, etc.)  
Check all lights.

Clean glass and light lenses as needed.

Check emergency door and buzzer and close door securely.

Check exhaust system.

Check emergency equipment.

Check automatic transmission fluid with engine running after engine is warm.

While the walk around check is being made, the engine may be idling. This will allow sufficient time for the engine to warm up.

The bus driver shall report promptly in writing—any defects that may affect the safety of the vehicle's operation or its mechanical breakdown.

**EACH SCHOOL DAY A BUS DRIVER SHALL INSPECT:**

1. Windows to determine if they are easily raised and lowered.
2. Seats to determine if they have been damaged.
3. Service door to determine if it will operate properly.
4. Steps and remove mud and other matter so that doors will open and close smoothly.
5. Bus for any abuse by pupils. Damage to the bus must be reported to appropriate school officials promptly.
6. Emergency door before loading any pupils in the morning and afternoon. Be sure that it is in good operating condition and that it is closed securely.
7. Look for Students.

Bus Driver \_\_\_\_\_ Bus No. \_\_\_\_\_

School: \_\_\_\_\_