

BUMC Bus Quarterly Check list

Completed by:			
Date:			
Mileage			
Item	criteria	Acceptable Y / N	Notes (Trustee comments on findings as needed) Provide additional service actions required and timing
Service Due	Verify when next service is due (Reference Windshield sticker & Maint. Manual)		
Lights	all operating, No moisture in lenses, no cracks, no discoloration		
Tires	No cuts, bulges, Tread Condition .3/32, Min. Measure TP all Tires including spare		
Glass	Intact, no leaks, no cracks, not cloudy		
Doors	Operate as they should (includes locks). Ref owners manual		
Safety Restraints	Good condition all seats. Rear window release operable		
Mirrors	Intact, no loose brackets, no cracks, not cloudy or broken		
Bus body	Note dents obvious flaws e.g. dented fender, hubcaps missing		
Fuel Level	Fuel level should be > 3/4 full Gas tank cap in place and in good condition		
cleanliness	Floor swept, no belongings left , trash empty, seats clean, overhead clean and empty All forms in place, usage forms reviewed and actions taken as req'd		
Fluid levels	Check all fluid levels (e.g. oil, At Fluid, brake fluid WW fluid, brake fluid etc.) top off as req'd. Note any fluid leaks.		
Visual Check Under carriage	Exhaust system in tact, No fluid leaks, check for rust & other undercarriage damage. Lug nuts tight		
Trustee review	Turn in completed form to Office Admin for distribution to Trustees		Trustee Review _____

Quarterly- Wash bus as weather conditions allow.
 Annually - Wash and wax bus as part of spring cleanup effort.

Tags and emissions are due in January of each year
 Current Service provider is Carpenter Bus Sales Franklin TN 800-370-6180

Current Trustee Point of contact is _____