

**Office of Safe and Orderly Schools
 Division of Pupil Transportation
 Process Standard #29 Monitoring Tool**

School District: _____ Superintendent: _____

School: _____ Principal: _____

Purpose: This Transportation Safety Assessment provides the evaluator a series of items to aid in assessing the district's policies and provisions for school-sponsored transportation safety.

Directions: Check the line that best represents the current status of transportation safety at your school. Use this information as input into your school's discussion on prioritizing needs for school improvement.

Total number of buses in the district's fleet: _____

Frequency and use: _____ daily routes _____ weekly trips _____ monthly activities _____

	Yes	No	In Process
1. Are all buses well maintained and clean? (Use the Vehicle Inspection Checklist, pages 3-5)	_____	_____	_____
2. Is documentation available and on file to confirm that all bus drivers hold a valid commercial driver's license?	_____	_____	_____
3. How do you ensure that buses are operated according to <u>all</u> specified safety procedures?	_____	_____	_____
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4. Is there documentation on file to ensure arrival of all buses at their designated school site prior to the start of the instructional day?	_____	_____	_____
5. Is documentation available and on file to support that emergency school bus evacuation drills were conducted at least once per semester?	_____	_____	_____
6. Is documentation available and on file to support that the school has conducted a minimum of two hours of bus driver safety training each semester?	_____	_____	_____

	Yes	No	In Process
7. Does the district evaluate all components of the program to ensure compliance as follows:	_____	_____	_____
a. Storage areas clean and organized;	_____	_____	_____
b. Cleanliness, inside and outside;	_____	_____	_____
c. Fire extinguishers charged, tagged and annually inspected;	_____	_____	_____
d. Work area free of litter and debris;	_____	_____	_____
e. Restrooms sanitary;	_____	_____	_____
f. Maintenance checklist for drivers?	_____	_____	_____
8. Does each vehicle used to transport students have a valid inspection sticker?	_____	_____	_____
9. Is documentation available and on file showing certified annual copies of the motor vehicle record of all regular, substitute, and replacement bus drivers?	_____	_____	_____
10. Is documentation available and on file to support that systematic maintenance inspection is conducted on all transportation vehicles used to transport students?	_____	_____	_____
11. School bus safety rules have been developed and distributed to all students.	_____	_____	_____
12. Parents have been informed in writing of school bus safety rules.	_____	_____	_____
13. Drivers are trained in school bus discipline policies and procedures.	_____	_____	_____
14. School bus routes are reviewed for hazardous conditions each year.	_____	_____	_____
15. Manifest lists for all bus routes are maintained at the school site and are updated as changes occur.	_____	_____	_____
16. Route descriptions for field trips are filed in the school office before trips begin.	_____	_____	_____
17. Passenger lists are developed and filed in the school office for each vehicle used for a field trip.	_____	_____	_____
18. All students and staff participating in a field trip are required to carry identification on and off the bus. (Optional)	_____	_____	_____
19. Students with medical problems participating in a field trip should have record of medical treatment needed.	_____	_____	_____
20. Clear guidelines are established for chaperones for field trips, and these are communicated to all chaperones.	_____	_____	_____
21. Accident procedures have been developed and communicated to bus drivers.	_____	_____	_____

VEHICLE INSPECTION CHECKLIST

Item No.	Items To Be Checked	Bus #
I. BRAKES		
1.	Brake pedal, excessive play:	
2.	Brake, parking (won't hold; needs adjusting):	
3.	Brake drum(s) and pads:	
4.	Brake lines (leaks):	
II. CLEANLINESS		
5.	Exterior needs washing:	
6.	Interior needs sweeping:	
7.	Interior is filthy:	
III. DOORS		
8.	Emergency door brace ('93 & later models):	
9.	Emergency door buzzer:	
10.	Emergency door handle guard, missing or loose:	
11.	Emergency door handles & latch, inside & out:	
12.	Emergency door labeling:	
13.	Emergency door stop:	
14.	Service door:	
IV. EMERGENCY EQUIPMENT		
15.	Body fluid clean-up kit ('93 & later models):	
16.	Fire extinguisher (charged, tagged & annually inspected):	
17.	First aid kit:	
18.	Reflector kit:	
V. EXHAUST SYSTEM		
19.	Hangers:	
20.	Manifold:	
21.	Muffler:	
22.	Tail pipe:	
VI. LIGHTING SYSTEM		
23.	Amber lights, front & rear:	
24.	Back-up lights:	
25.	Brake lights, upper & lower:	
26.	Clearance lights, front, back & sides:	
27.	Hazard lights, front & rear:	
28.	Headlights, high & low beam:	
29.	Red warning lights, front & rear:	
30.	Tail lights:	
31.	Turn signals, front & rear:	

VEHICLE INSPECTION CHECKLIST

Item No.	Items To Be Checked	Bus #
VII. MIRRORS		
32.	Mirror, interior rear view:	
33.	Mirrors, crossover, left & right:	
34.	Mirrors, exterior rear view, left & right:	
VIII. GLASS, CRACKS AND BREAKAGE		
35.	Wind deflector, driver's:	
36.	Window, driver's:	
37.	Windows, passenger:	
38.	Windows, emergency door:	
39.	Windows, rear:	
40.	Windows, service door:	
41.	Windshields, left & right:	
IX. SEATS AND SEAT BELTS		
42.	Seat belt, driver's:	
43.	Seat belts, passengers':	
44.	Seat cushions, unattached to frames:	
45.	Seat frames needing repair:	
46.	Seats (need patching, detached or partially detached from floor or side rail:	
X. STEP WELL		
47.	Crash barrier needs repair/replacing:	
48.	Cross bar padding:	
49.	Hand rail, replace/repair:	
50.	Stanchion flanges, secure to roof/floor:	
51.	Stanchion padding, replace/repair:	
52.	Step well treads:	
XI. STEERING SYSTEM		
53.	King pins & bushings, replace:	
54.	Steering column, excessive play:	
55.	Tie rod (straighten bent rod):	
56.	Tie rod ends (replace worn ends):	
57.	Toe-in adjustment (reset):	

VEHICLE INSPECTION CHECKLIST

Item No.	Items To Be Checked	Bus #
XII. SUSPENSION SYSTEM		
58.	Anchor spring leafs, front & rear:	
59.	Shock absorbers, front & rear:	
60.	Spring leaf brackets, front & rear:	
61.	Springs, front & rear:	
62.	U bots, front & rear:	
XIII. TIRES AND WHEELS		
63.	Hub oil seal leak(s):	
64.	Stud nut(s) missing:	
65.	Tire(s), inadequate tread depth:	
66.	Wheel stud(s), broken:	
XIV. WARNING DEVICES, AUDIBLE AND VISUAL		
67.	Back up beeper ('87 & later models):	
68.	Horn (won't blow or blows sporadically):	
69.	Stop arm & lights:	
XV. MISCELLANEOUS		
70.	Hood latch:	
71.	Inspection sticker:	
72.	Pedal pads (clutch, brake & accelerator):	
73.	Pinion seal leak:	
74.	Sun shield (needs replacing):	
75.	Tag, license:	

Mississippi Department of Education:

Staff Monitor _____ Monitoring Office _____

Date _____ Phone Number _____