

### **Post Trip Inspection**

1. On return from your route or trip, a post trip inspection needs to be conducted. Check the following for proper operation or adjustments:
  - a. Parking brake:
    - (1) Set brake.
    - (2) Put in gear.
    - (3) Depress accelerator to 1000 RPM's.
    - (4) Bus should not move.
    - (5) If bus moves—write up repair request and submit.
  - b. Check for interior and exterior damage.
  - c. Clean the bus inside—floors and windows.
  - d. Report any mechanical deficiencies prior to leaving the premises, by writing up a repair request and submitting it to the supervisor, either in person or by deposition, in supervisor's office mail box.