



20605 51B Avenue
Langley, BC V3A 9H1
 604-440-6222
 info@busco-op.com
 BusCo-op.com

2001 CHEVY Bus—License #HV6692

Trip Log/Inspection Report and Driver Hours of Duty Report

MUST be filled out for every trip. Hours of Duty must be reported for every trip. See page 3.

DATE: _____ **DRIVER:** _____
 (print) (print)

DESTINATION:

DISTANCE—Fill out only until it is verified electronic reporting is working

Finishing Mileage	
Beginning Mileage	
Total Mileage	

PRE-TRIP VEHICLE INSPECTION

The following functions are to be checked prior to the trip:

Check Oil Cold		Horn	
Brakes		Windshield Wipers	
Parking Brake		Rear Vision Mirrors	
Steering Mechanism		Wheels and Rims	
Lighting Device and Reflectors		Emergency Equipment	
Tires		External check for damage	

ON-BOARD SUPPLIES TO BE CHECKED

First Aid Kit		Spill Kit	
Flashlight		Broom and dustpan	

POST-TRIP INSPECTION:

Check for left articles and turn in to office		Put up foot rests	
Pick up any garbage		Empty garbage	
Sweep floor		Fill gas if less than ¾ of a tank	
Straighten seat belts		Fold in side mirrors	
Key returned to MODO pouch		Remove any agency supplies	
Door and gas keys secured		Any receipts put in receipt pouch	
External check for damage			



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POST-TRIP REMARKS:

1. Any defects with bus operation discovered? Yes _____ No _____

If yes, please list:

2. Is immediate repair action necessary? Yes _____ No _____

3. Do any on-board supplies need replenishing? Yes _____ No _____

If yes, please list:

IF ITEMS ARE DISCOVERED THAT NEED ATTENTION GIVE THE FORM TO THE AGENCY COORDINATOR AT THE END OF TRIP, LETTING THEM KNOW TO CONTACT THE BUS CO-OP. IF THERE IS NO AGENCY PERSON TO CONTACT, CALL THE BUS CO-OP DIRECTLY AT 604-440-6222

Driver certifies all of the above is complete and accurate:

Signature: _____ Volunteer Driver? Yes _____ No _____

Action taken:



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DRIVER ON-DUTY HOURS REPORT (Driver Log Form)

As a commercial vehicle driver, you are required to keep track of on-duty hours and to report them.

If your trip is outside of 160 km radius from the starting point you must keep a Driver Daily Log, Otherwise use this ON-DUTY HOURS REPORT.

Driver NAME: _____

DATE: _____

Did you work yesterday or work as a driver yesterday? Yes_____ No_____

If Yes:

Did you drive for more than 13 hours between midnight and midnight? Yes_____ No_____

All trips in this short category are considered to be "Cycle 1": Drivers

HOURS OF DUTY STATUS REPORT FOR TRIPS WITH A RADIUS OF 160 KM

Vehicle Home Base: _____

Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	TOTALS
Off Duty																									
Driving																									
On duty- Not Driving																									
Remarks																								Cycle 1 x	