



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

**2006 Ford Bus—License #HV6695**

**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			



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

**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:

---

---



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

**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