

Logo	Shuttle Bus Inspection Checklist		Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00 Page 1 of 2
	QHSE Forms		
	Organization Name		

Seating Capacity: _____

Checklist Sr. #: _____

Vehicle ID #		Manufacturer	
Inspected By		Approved By	
Location		Inspected On:	Next Inspection:

Tick (✓) the correct answer.

S/#	Criteria	Yes	No	Comment
Physical Appearance and Cabin				
1	The vehicle is neat and clean?			
2	Driver seat and seat belt is in good condition?			
3	All the controls and steering is in good condition?			
4	Wind shield, side mirrors are working properly?			
5	The vehicle overhead & undercarriage compartment are, ok?			
Engine Compartment Brake & Electrical System				
1	Engine oil & coolant is as per required level?			
2	Water level in radiator & reservoir is, ok?			
3	Battery water is as per required level?			
4	The battery is properly connected to the system?			
5	The wiring and clumps are free of rust, damage, crack?			
6	All the wires are insulated and covered?			
7	Wipers are working properly? The rubber of the viper is ok?			
8	Wind shield washer is working properly? Water level is ok?			
9	Foot brake, hand brake are, ok? Brake oil level is ok?			
10	Fan belt are tight and in good condition?			
Lighting & Alert System				
1	Head light, tail light, and fog light are working?			
2	Reverse light, reverse alarm is working properly?			
3	Horn is working properly?			
4	Brake light and parking light are working properly?			
5	Indicators are working properly?			
Tire Condition				
1	Tires are in good condition, tightened to required torque?			

Logo	Shuttle Bus Inspection Checklist		Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00 Page 2 of 2
	QHSE Forms		
	Organization Name		

2	Air pressure in the tires is as per recommended bar?			
Safety Arrangements				
1	Emergency wind breaking hammer is available?			
2	passenger seats are provided with seat belt?			
3	Emergency light and emergency exit points are provided?			
Firefighting and First Aid				
1	Fire Extinguisher is available?			Expiry Date:
2	First Aid box is available?			Expiry Date:
Observations				
S/#	Identified Defect	Action Taken	Actions Required	Responsible Person
1				
2				
3				
4				
5				

Inspected By	Operator	Approved By