

CHURCH BUS OUT/IN FORM

Bus Being Used (check one) Turtle Top Dopson

Leaving - Date (including year) and Time _____ Mileage _____

Returning - Date and Time _____ Mileage _____

Bus Driver (must be on the authorized list) _____ (please print)

Group Using Bus _____

Destination _____

Safety Checklist – (check before departure)

- | | | | |
|--|---------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Brakelights | <input type="checkbox"/> Headlights | <input type="checkbox"/> Taillights |
| <input type="checkbox"/> Horn | <input type="checkbox"/> Turn Signals | <input type="checkbox"/> Fuel Level | <input type="checkbox"/> Oil Level |
| <input type="checkbox"/> Tires & Tire Pressure (65 psi minimum, except Dopson rear 80 psi minimum) | | | |

Notes and problems: _____

Return Checklist:

- | | |
|---|---|
| <input type="checkbox"/> Full Tank of Gas | <input type="checkbox"/> Mileage Recorded (this sheet and on mileage log) |
| <input type="checkbox"/> Bus Clean Inside | <input type="checkbox"/> Bus In Garage, Windows Up and Doors Locked |
| <input type="checkbox"/> Kill Switch Turned Off (Dopson bus only) | |

Make sure keys are returned and the completed Out/In Form is placed in Bus Manager mailbox.