

School Bus Driver Handover Checklist

BUS & DRIVER INFORMATION

Bus Number		Date	
Route		Time	
Outgoing Driver		Incoming Driver	

CHECKLIST

Item	Checked	Notes
Vehicle keys handed over		
Logbook updated		
Fuel level checked		
Lights & indicators working		
Emergency kit present		
First aid kit stocked		
Fire extinguisher checked		
Exterior & interior clean		
Lost property checked		
Other		

REMARKS

SIGNATURES

Outgoing Driver

Date

Incoming Driver

Date