

# School Transport Safety Audit Checklist

School Name

Date

Vehicle Registration No.

Inspected By

## 1. Vehicle Safety

Item	Yes	No	Comments / Action Required
All seats fitted with seat belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
First aid kit available and complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Fire extinguisher serviceable & accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Emergency exit clearly marked and functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Windows and doors in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## 2. Driver and Attendant

Item	Yes	No	Comments / Action Required
Driver holds valid license for vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Attendant present for student supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Driver wears uniform/ID badge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Driver adheres to safe driving practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

### 3. Student Safety

Item	Yes	No	Comments / Action Required
Student list and emergency contacts available	<input type="checkbox"/>	<input type="checkbox"/>	
Pick up and drop off points are safe	<input type="checkbox"/>	<input type="checkbox"/>	
Students supervised when boarding and alighting	<input type="checkbox"/>	<input type="checkbox"/>	

### 4. Documentation

Item	Yes	No	Comments / Action Required
Vehicle insurance current and available	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution Under Control (PUC) certificate valid	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle fitness certificate valid	<input type="checkbox"/>	<input type="checkbox"/>	

### 5. General Observations & Notes

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Auditor Signature

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Date