



Haywood County Schools

1230 North Main Street
Waynesville, NC 28786
828 456 2400

Anne G. Garrett, Ed., D.
Superintendent

Departure Checklist

OPERATIONAL

- Prior to the day of the trip, review the terms of the contract.
- Take a copy of the contract on the trip. Note: Emergency contact name and phone number should be in the contract.
- At the time of trip departure, check to make sure that the bus company that arrives is the one that was contracted for this trip. If any bus is not from that company, ensure that the buses assigned are valid subcontractors on the list of prequalified vendors provided by the school system.
- Make sure that the proper number of buses and drivers are present, as stipulated in the contract for the trip.
- Safety and evacuation procedures have been reviewed with all passengers.

VEHICLE

- Windows/Windshield
- Interior Lights
- Headlights (high beam/low beam)
- Tail lights / Brake lights
- Horn
- Tires (No Slick Tires!)
- Fire extinguisher (charged)
- Copy of the Annual Safety Inspection (either sticker or paper)

DRIVER INFORMATION

- Valid Commercial Drivers License with a P (passenger) endorsement –
- Valid Medical Certificate (pocket card)
- Driver's Record of Duty Status (Log Book). Ask the driver if he/she has enough hours remaining to perform the trip.
- Vehicle registration card to ensure that vehicle is authorized to operate in the states of the trip. Make sure that the license plate and VIN # matches the registration card.

School _____ Date _____ Trip Location _____

Charter Company _____ School Official _____