

# Bus Maintenance Checklist

**Document Title:** Bus Maintenance Checklist

**Date:** [Insert Date]

**Prepared by:** [Insert Name]

**Reviewed by:** [Insert Name]

## Section 1: General Information

- **Bus Model/ID:** [Insert Bus Model or ID]
- **License Plate:** [Insert License Plate Number]
- **Location:** [Insert Location]
- **Frequency:** [Daily, Weekly, Monthly, Quarterly, Yearly]

## Section 2: Checklist Items

Task/Item	Checkpoints	Status (✓ / ✗)	Remarks	Assigned to
Inspect seat belts	Ensure functionality and no damages			
Check emergency exits	Verify operational status and clear markings			
Inspect brakes and suspension	Check for wear and abnormal noises			
Check fuel and fluid levels	Ensure adequate levels			

### Section 3: Observations and Issues

[Same structure as above.]

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