**Upshur Human Resources, Inc.**

**Operator Repair Request**

**Bus No. Date Operator**

|  |  |
| --- | --- |
| 1. Air Leaks | 13. Lights |
| 1. Brakes | 14. Engine |
| 1. Exhaust | 15. Idle |
| 1. Hoses | 16. Fluid Leaks |
| 1. Controls | 17. Loss of Power |
| 1. Doors | 18. Seats and Harnesses |
| 1. Fan Belts | 19. Starter |
| 1. Generator | 20. Steering |
| 1. Heater | 21. Tires (Condition |
| 1. Horn | 22. Glass |
| 1. Instruments | 23. Windshield Wipers |
| 1. P.A. Out of Order | 24. Other |

Remarks or Explanation

Note: It is a good idea to have emergency phone numbers, special directions, etc. on the back of this form. You should carry a supply of these forms in the driver’s compartment.

Bus Driver’s Signature/Date Verifying Staff Signature/Date

Revised 11/13/09