

School Bus Safety Checklist for Indian Schools

A free printable checklist by Satcop India, makers of My School Ride

Use this checklist as general good practice for your school transport. It is not legal advice and does not replace guidance from your state, board or transport office. Tick each item, note gaps, and review once a term.

1. Every day: driver's pre-trip check

- ☐ Tyres look properly inflated, with no visible damage
- ☐ Headlights, indicators, brake lights and hazard lights work
- ☐ Horn, wipers and mirrors work and are clean
- ☐ Doors open and close properly; emergency exit is clear and opens
- ☐ First-aid box is stocked and in its place
- ☐ Fire extinguisher is in place and not past its service date
- ☐ Seats and handrails are secure; no loose or sharp parts
- ☐ Windows: grills or guards in place where fitted
- ☐ Bus is clean, with nothing blocking the aisle
- ☐ GPS tracker is online (check with the transport office)
- ☐ Cameras show the recording light

2. Every day: people

- ☐ Assigned driver is on duty and fit to drive
- ☐ Assigned attendant is on board for the full trip
- ☐ Substitute driver or attendant is briefed if anyone is absent
- ☐ Driver and attendant have the transport office number saved
- ☐ Student list for the route is with the attendant

3. During the trip

- ☐ Students board and get off only at set stops
- ☐ Attendant checks each student on and off (card tap or list)
- ☐ Students are seated before the bus moves
- ☐ Driver keeps to the planned route and safe speed
- ☐ No phone use by the driver while driving
- ☐ Doors stay closed while moving
- ☐ Younger students are handed over only to a known adult (as per school policy)

4. End of trip

- ☐ Attendant walks the full bus to check no child is left on board
- ☐ Lost items are logged and handed to the office
- ☐ Any incident, delay or complaint is written in the daily log
- ☐ Bus is parked in its usual safe spot

5. Transport office: daily

- ☐ All buses started on time (check the live map)
- ☐ Late or offline buses followed up by phone
- ☐ Alerts reviewed (overspeed, route change, late running)

- ☐ Route changes shared with parents before the trip
- ☐ Attendance: students who boarded match those who arrived

6. Tracking and attendance setup

- ☐ Every bus has a fixed GPS device, not only a phone
- ☐ Parents can see the bus and ETA in an app
- ☐ Student boarding and drop-off are recorded (RFID card or attendant list)
- ☐ Bus attendance can be matched with gate attendance
- ☐ Only authorised staff can see tracking and attendance data

7. Cameras

- ☐ Inside camera covers the aisle and seats
- ☐ Road-facing camera (dashcam) is fitted where planned
- ☐ Someone checks cameras are recording each morning
- ☐ Written policy on who can view footage and how parents request a review

8. Monthly

- ☐ Vehicle service and documents up to date (as your transport office advises)
- ☐ Fire extinguisher and first-aid box checked and refilled
- ☐ Trip history reviewed for routes that run late most often
- ☐ Repeated alerts on the same bus discussed with the driver
- ☐ GPS devices and cameras serviced if faulty

9. Every term

- ☐ Driver and attendant briefing on safety, first aid and emergencies
- ☐ Student safety talk: boarding, seating, emergency exit
- ☐ Emergency drill on the bus
- ☐ Parent contact numbers and stop list updated
- ☐ Routes reviewed for new stops and traffic changes
- ☐ Parent feedback collected and acted on

10. Emergency contacts (fill in)

Role	Name	Phone
Transport head		
Principal		
Bus contractor		
Nearest hospital		
Police	112	112

About us. Satcop India, makers of My School Ride. My School Ride helps schools track buses, record student attendance and keep parents informed. Used by 200+ schools, 10,000+ buses and 200,000+ students. Website: satcop.com

Book a demo: call +91 8600 002222 or WhatsApp +91 91560 88090 (wa.me/919156088090).

This checklist is general good practice only and makes no legal claims. Check your own state, board and transport office guidance.