

RUN 2 - 2020 Fall Semester Weekday Bus Service Line

**Shift: 9:00 a.m. – 5:00 p.m.
TONY**

**Pickup Mail at Castletown Mail – Wilcox Hall-
White Plains LAW School - One PACE Plaza –
(RoundTrip)**

You must adhere to PACE University Policy and DOT Regulations as you are Responsible for Pre-checking the Assigned Bus to you. Complete and Sign Your Pre-trip & Post-Trip Form found on the back of this page.

Mandatory by New York State Law: Masks have to be worn at ALL times during entire duration of Bus Service Line. Any passenger not in compliance, please make sure to write their name on log sheet to address this matter immediately with Carolina who will then inform Security, Dean, Risk Management and Legal

Students, Faculty and Staff MUST present PACE ID prior to boarding bus, Present COVID-19 SELF-ASSESSMENT and confirmed attendance with Reservation List. Those NOT on the reservation list, you MUST take their full name and contact telephone number. If asked why, to be able to contact them during inclement weather.

DAY & Date	Driver's Name	Mileage IN	Mileage OUT	Total Mileage
9:00 a.m. Conduct Your Daily Pre-Trip Inspection Form		Sign here that you've completed:		
9:30 a.m. Pick-up Mail at Castleton Mail Service				
10:00 a.m. Depart from Wilcox Hall, Pleasantville		How many passengers?		
10:30 a.m. Arrive at White Plains LAW School				
10:45 a.m. Depart WP LAW School for One PACE Plaza, NYC		How many passengers?		
12:30 p.m. Arrive at One PACE Plaza, NYC				
12:30 a.m. – 1:00 p.m. (30 mins.) Disinfect Bus / Break				
1:00 p.m. - 2:00 p.m. LUNCH HOUR IN NYC				
2:15 p.m. Depart One PACE Plaza, NYC for WP LAW School		How many passengers?		
3:30 p.m. Arrive in White Plains LAW School				
3:45 p.m. Depart WP LAW for Wilcox Hall, Pleasantville		How many passengers?		
4:15 p.m. Arrive at Wilcox Hall, Pleasantville				
4:20 p.m. Depart for Castleton Mail Services, Pleasantville		Drop-off NYC Mail		
4:30 p.m. Arrive at Castleton Mail Service				
4:40 p.m. Return to Transportation Facility				
4:40 p.m. Report to Transportation Facility for Bus Disinfecting and Garbage Removable Items left behind, please notify Security and bring to Lost & Found Located at Transportation Office		4:55 p.m. Complete your Post-Trip Form Sign here: X _____ Submit to Transportation Director End of Shift: 5:00 p.m.		
Student/Faculty/Staff Name/Telephone Number		NOTES		

DAILY INSPECTION REPORT

Date:	Driver's Name	Time: A.M. or P.M. <i>Circle One</i>	Bus #:
Fuel Bus Before and After Your Scheduled Shift	Fuel Bus Before and After Your Scheduled Shift	Mileage Reported at Shift Start	Mileage Reported at End of Shift

Pre-Trip	Post-Trip	General	Check Item of Concern and Detail Below for Mechanics to Address Accordingly
		Engine Noise	
		Leaks	
		Steering System	
		Service Brakes	
		Parking Brakes	
		Rear & Side Mirrors	
		Tires	
		Windows	
		Battery Charge	
		All Lights	
		Turning Signal Lights	
		Fire Extinguisher	
		Emergency Triangle	
		First Aide	
		Seats & Belts	
		Emergency Door Latch	
		Service Door/Steps/Handles	
		Wheelchair Lift, if applicable	
		Horn	
		Gauges	
		Windshield Wipers/Washer	
		Defrost Fans and Heater Fans	
		Air Conditioner	
		Radio-check 2-way	
		Fuel Cap	

Driver's Comments:

Pre-trip Driver Certification: by signing below, I attest that I have reviewed the previous inspection report and performed a pre-trip maintenance inspection for each item listed above. I have noted those found to have defects.

No Defects	Defects as Noted	Signature:
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Post-Trip Driver Certification: I have performed a post-trip maintenance inspection for each item listed above and have noted only those found to have defects. I have checked the vehicle for any remaining student's personal property and reported to Security, but must bring back to Transportation Facility and leave with Director by signing below, I attest that I have reviewed the previous inspection report and performed a pre-trip maintenance inspection for each item listed above. I have noted those found to have defects.
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NO Defects	Defects as Noted	Signature:
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