

## DTMO-BUS-01 Form – DoD BUS MOVEMENT STANDARDS OF SERVICE & INSPECTION CHECKLIST

September 2022

### Instructions

Group leaders are required to start this form at the pick-up location for each bus movement. Complete and submit the form, photos of vehicle VIN#, and photos of any issues/damage to the Defense Travel Management Office and forward to the Transportation Officer (TO) once the move is complete. There are two ways to complete this form:

1. **Using QR code. [Preferred]** Use your camera on your smart device (mobile phone or tablet) to snap a picture of the QR code below to go directly to the online form.



2. **Online.** If you are unable to use the above QR code, use the form below to answer the questions at the pick-up location, then go to the link below to complete and submit electronically:

<https://www.defensetravel.dod.mil/Community/se/251137452D546FFD>

Section I Movement Information	
Date	
MRN #	
Total Passengers	
Number of Vehicles	
VIN number for each vehicle in the move (upload picture(s))	
Origin (City/State or Base/Installation)	
Destination (City/State or Base/Installation)	
Arrival Time (24H)	
Departure Time (24H)	
Section II Unit/Leader Information	
Group Leader Name	
Group Leader Rank/Grade:	
Group Leader E-mail	
Group Leader Phone	
Unit/Command Name	
Transportation Officer (TO) Information:	
TO Name:	
TO Email:	

<b>Section III Carrier/Driver Information</b>	
Name of Bus Carrier	
U.S. DOT Number (Can upload photo)	
Lead Driver's Full Name	
	<b>Yes or No</b>
Name of driver clearly identified	
Driver has cell phone/radio communication	
Company Name/DOT# clearly identified on bus	
<b>Section IV Carrier Responsibilities</b>	
	<b>Yes or No</b>
Did the bus arrive on time? (If no, comment below)	
Carrier provided safety briefing before departure	
Carrier briefed Group Leader concerning stops	
Carrier disinfected interior/exterior per CDC guidelines	
<b>Safety Issues</b>	
	<b>Check all that apply</b>
None	
Fire extinguisher (properly secured)	
Adequate lighting	
Emergency windows and doors operational and marked	
Emergency warning devices	
Equipped with first aid kit	
Other	
<b>Interior Issues</b>	
	<b>Check all that apply</b>
None	
Interior clean	
Seats properly secured to flooring	
Clean headrest covers supplied for each seat	
Lighting adequate	
Lavatory clean and functional	
Overhead rack space provided	
Other	
<b>Exterior Issues</b>	
	<b>Check all that apply</b>
None	
Tire inspections (visual inspection for flat tires)	
Exterior appearance has damage/vandalism	
Other	
<b>Mechanical Issues</b>	
	<b>Check all that apply</b>
None	
Oil leaks	
Temperature controls (A/C, Heat)	
Cracked windshield	
Windshield wipers	
Windows work properly and completely close	
Other	
<b>Comments</b>	
<b>Overall Rating</b>	
Poor, Fair, Good, Very good, or Excellent	