



IOWA DEPARTMENT OF EDUCATION

School Bus Pre-Use Inspection Form (TR-F-27B) Instructions

Revised 10/13/15

Summary

When a school district, non-public school, day care, contractor, RTA or other entity takes delivery of a new or used Type III (family-type/multipurpose) passenger vehicle, Type A, B, C or D school bus, or RTA type bus to be used for student transportation, the vehicle cannot be put into service until it has been inspected in accordance with Iowa Administrative Code (IAC) 281-43.25(8) which reads as follows:

- **281-43.25(8)** *Notify the bureau of nutrition programs and school transportation of the state department of education of purchase and date of delivery so that arrangements can be made for the initial school bus inspection. No school bus can be put into service until it has passed a pre-use inspection conducted pursuant to Form TR-F-27B by the local board of education and the form has been provided to the bureau of nutrition programs and school transportation. The initial school bus inspection will be conducted at the earliest possible time convenient to the school and the department of education.*
- In order to satisfy this requirement, the above named entities must complete the TR-F-27B Form and return it to the Iowa Department of Education prior to using a new or newly acquired vehicle. When properly completed, this form satisfies the requirements of IAC 281-43.25(8) and allows the entity to put the vehicle into service prior to the first official Department of Education inspection on that vehicle. Receipt of this form also notifies the Department of Education inspector(s) that your entity has a vehicle that needs to be inspected. An inspection can then be scheduled for a mutually agreeable time convenient for both parties.

Proper completion of the TR-F-27B Form includes:

- Determining which TR-F-27B form to use (Type III or Yellow Bus)
- Filling in the top portion of the form for entity and vehicle specifics
- Placing an "x" or a checkmark in each box for items 1-24 (Type III) or 1-47 (Yellow Bus) per your specific vehicle. If your vehicle does not meet the criteria, place a "N" (no) in the box.
- A signature of the person who performs the pre-use inspection on this vehicle
- The date and location where the pre-use inspection was completed
- Faxing a copy of the completed form to the Department of Education at **515-242-5988**
- Making a copy of the completed form and placing it in your file
- Placing the original copy of the completed TR-F-27B in the vehicle

In Conclusion

The vehicle can now be put into service providing it has been properly licensed and titled by your entity. The properly completed TR-F-27B Form will serve as the chassis inspection card for the initial inspection that will be performed by the Iowa Department of Education. For subsequent inspections, the TR-F-27A card must be used as the chassis inspection card.

For More Information:

Iowa Department of Education
515-281-4749