

PRE-TRIP VEHICLE INSPECTION PROCEDURES

DIRECTIONS:

The Pre-Trip Vehicle Inspection Report should be completed by each driver prior to departure. The main items to be checked are listed below. Security personnel will assist you on how to fill out the report, and the exact items that need to be checked.

Exterior Inspection:

- Headlights: Both high and low beams must be operational.
- Turn Signals: Front and back signals, and hazard lights must be operational.
- Back-up Lights: Back-up lights must work upon shifting the vehicle into reverse.
- Mirrors: All mirrors must be present, unobstructed, and adjusted properly.
- Windshield Wipers: Windshield wipers and wiper fluid pump should be operational.
- Windows: All windows must be secure and in good operating condition.
- Tires: All tires should be visibly inspected for inflation and tread wear.
- Body Damage: Body damage should be reported even if security are aware.
- Cleanliness: The outside of the vehicle should be clean and free of excess dirt.

Interior Inspection:

- Brakes: A brake check should be conducted by applying the brakes and shifting the vehicle into reverse.
- Steering: Steering wheel should effectively turn the wheels.
- Gauges: All gauges should be operational.
- Transmission: Vehicle should be capable of being shifted into any gear.
- Cleanliness: The interior should be free of any litter, food, or excessive dirt.
- Side Door: The side door must be secure and operational
- Climate Control: Front and rear climate vents must be open at all times.

Engine Compartment Inspection:

Each driver should visibly inspect the engine compartment for any loose belts or hoses. Fluid levels should also be checked as appropriate.