

15-Passenger Van Inspection Checklist

Driver _____

Date _____

Department _____

TTU Phone _____



OUTSIDE THE VAN

- Approach the van and look underneath for
 - Excessive leaks
 - Loose parts
 - Check the suspension
 - Is the van leaning to one side?
 - Check for obvious damage to
 - Windows
 - Exterior light lens
 - Wiper blades
 - Get in the van and turn on exterior lights. Are all exterior lights working properly?
 - Front Rear Left side Right side
- What is your organization's policy on the use of headlights during daylight hours?

5. Inspect the engine compartment. **The engine should be off with the keys in your pocket.**

Check all fluid levels

- Oil Radiator (when engine is cool)
- Windshield wiper fluid

- Inspect all hoses and cable connections for excess wear
- Check fan belts for proper tension
- Are fan belts frayed or cracked?

6. Use a gauge to check the tires for

- Pressure
- Tread depth

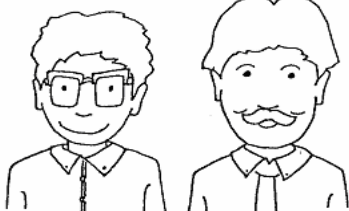
- Are the hubcaps secure?

7. When you're finished inspecting outside the van

- Turn off the exterior lights

Safety is the reason you need to do an inspection!

Inspect with a **partner!** The job will get done faster and you'll do a better job!



INSIDE THE VAN

- Sit in the driver's seat to check
 - Horn
 - Windshield wipers and washer
 - Backup alarm, if your van has one
 - All indicator lights and gauges
- Make sure the driver's seat is not loose and is properly adjusted for **you**
 - Can you reach floor pedals, steering wheel and all other controls comfortably without straining?
 - Are you so close that your movement is restricted?
- Inspect the front seat areas
 - Are they clear of loose items and debris?
 - Keep the front seat area, dash, and floor clear of clipboards, papers, trash, etc.
- Check all mirrors
 - Are they clean? Can you see clearly?
 - Adjust each mirror to reduce blind spots as much as possible
- Check the passenger area
 - Is the interior lighting operational?
 - Are the seats secure and in good condition?
 - Are the seats and floor clean?
 - Are safety restraints out and accessible to each passenger?
- Before driving the van
 - Adjust the steering wheel so the airbag is directed to your chest, not your face
 - Put on **your** safety restraint
 - Lock the doors
 - Make sure **all** passengers are buckled up
- Never drive under the influence of
 - Alcohol
 - Illegal drugs
- Remember** – you represent Texas Tech University when you're driving a university vehicle
 - Observe all traffic rules and regulations
 - Drive carefully, safely, and courteously

16. List all passengers on the back of this checklist.