Vehicles should have a service inspection every 3,000 miles or 3 months, whichever comes first. Before operating the vehicle each day, the following items should be checked. If any problems are found, they should be reported to your supervisor immediately and the vehicle should not be driven until the problems are corrected.

* Check air pressure of tires, as well as visually inspect the exterior of the vehicle for broken lights and the tires for tread depth (minimum of 4/32”) and signs of dry rot/aging.
* Look under the vehicle to see if there are loose parts dangling such as the muffler and or tailpipe.
* Turn on all lights, turn signals and emergency flashers and make sure they are working properly.
* Turn on wiper blades and make sure they work properly.
* Make sure horn is working.
* Make sure windows, mirrors and windshield are not broken or cracked.
* Adjust mirrors, steering wheel and seat.
* Make sure there is no trash in the front floor boards, dash or seats.
* Make sure all seats are secured properly.
* Make sure there is a properly working safety belt for each occupant.
* Adjust radio, GPS and/or check maps before starting your trip.
* Familiarize yourself with the instrument panel and all controls.
* Driver must never use cell phone or two-way radio while driving. Front passenger should be assigned those duties.

**Loading and Occupancy Expectations**

* Load vehicle from front to back. Make sure someone sits in the front passenger seat to assist the driver.
* Each occupant must wear a properly fastened seat belt at all times.
* Hitchhikers are not permitted at any time.
* No animals or pets, except for services animals such as guide dogs, are permitted at any time in university vehicles.
* Take emergency equipment such as flashlight, first aid kit, flares or emergency triangle and fire extinguisher on trip.

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Signature of Driver Completing Check Sheet Date

Print Name:

Driver: You are responsible for providing this completed and signed checklist to the Responsible Department for this Multi-Passenger Vehicle.

Responsible Department: You must keep this completed and signed checklist on file for at five (5) years from the date indicated above (or longer, if directed by an appropriate University official). EHS&EM may audit checklists at their discretion or as required.

Please contact the Office of Environmental Health, Safety and Emergency Management with any questions or concerns about this form (Phone: (828)262-4008 or Email: safety@appstate.edu).