**Vehicle No.**

**VEHICLE OPERATOR CHECKLIST**

(TRIP/DAILY OPERATOR CHECKLIST)

**UPPER SECTION: INSPECT EACH ITEM APPLICABLE TO VEHICLE.**

* **IF OK / LEAVE BLANK IF NOT OK & NOTE BELOW / WRITE “N/A” IF NOT APPLICABLE TO VEHICLE.**

**CHECK (****) ONLY ITEMS NEEDING ATTENTION.**

**LOWER SECTION:**

**DRIVER’S COMMENTS / NEW DAMAGE NOTED (use back if necessary):**

**Driver:**

**Printed Name**

**Ext.**

**Date**

**Mgr:**

**Signature or Initials**

**Initials**

**INSTRUCTIONS: Non-Facilities Drivers:** If problems, deficiencies, unsafe conditions and/or new damage is noticed while inspecting or driving the vehicle, at your earliest opportunity, fax completed Checklist to the **Campus Auto Shop, Fax No. 3692**, and immediately report such problems to the appropriate person in your department. **FM:** Follow internal procedure, turn in monthly checklist to your manager or as instructed, managers forward to Auto Shop.

Rev. 04-05-05

*Veh Form 1-Veh Inspection Chklst.doc*

**ENGINE**

Overheating

**STEERING**

Shimmy / Wander

Oil Leaking

Hard Steering / Free Play

Oil Low

Power Steering Fluid Low

Oil Pressure Loss

**ELECTRICAL**

**(circle item)**

Headlights / Parking Lights

No Power

Emergency / Backup Lights

Knocks / Noisy

Battery / Starter / Alternator

Lopes / Misfires

Horn / Turn Signals / Switches

**TRANS/ CLUTCH**

Fluid Leaking

**COOLING**

**Do not open radiator when hot**

Overheating

Oil / Transmission Fluid Low

Engine Coolant Level Low

Grabs

Radiator Leaking

Slips

Water Pump/Cooling Hose Leaks

Chatters / Noisy

**FUEL & EXHAUST**

Muffler

Hard Shifting

Exhaust Pipe

**FRONT AXLE**

Alignment

Fuel Odor Noticed

Wheel Balance

Carburetor

Tire Wear

Pedal Travel (Excess)

**REAR AXLE**

Noisy (at what speed? )

Emissions / Smoke (Excess)

Oil Leaking

**Item Inspected**

* **if ok**

**Item Inspected**

* **if ok**

Motor Oil Level (inspect every 1,000 miles or monthly, whichever is sooner)

Wipers and Reservoir

Transmission Fluid

Seat Belts

Power Steering Fluid and Hydraulic System

Mirrors (side and rear) and Windshield

Battery (corrosion, loose cables)

Gas Cap

Engine Coolant Level - **do not open radiator** -

**check coolant recovery reservoir** (monthly)

Cleanliness of vehicle (operator’s responsibility)

Standard Form 269 (Accident ID card in vehicle)

Leaks/Puddles under vehicle

Gas Credit Card in vehicle

Tires, Spare, Jack and Tools

Vehicle Registration in vehicle

Brakes and Brake Fluid

Operator’s Manual in vehicle

Lights (Head / Tail / Parking / Emergency)

Condition of vehicle body and/or new damage

**Tires**

Replace

Leaking

R.F.

R.R.

L.F.

L.R.