



15-Passenger Van Inspection Checklist

Driver _____ Date _____
Department _____ TTUHSCEP Phone _____



OUTSIDE THE VAN

1. Approach the van and look underneath for
 - ... Excessive leaks
 - ... Loose parts
2. Check the suspension
 - ... Is the van leaning to one side?
3. Check for obvious damage to
 - ... Windows
 - ... Exterior light lens
 - ... Wiper blades
4. 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

INSIDE THE VAN

8. 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
9. 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?
10. 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.
11. Check all mirrors
 - ... Are they clean? Can you see clearly?
 - ... Adjust each mirror to reduce blind spots as much as possible
12. 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?
13. 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
14. Never drive under the influence of
 - ... Alcohol
 - ... Illegal drugs
15. **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.**

Inspect with a

Safety is the reason you need to do an inspection!

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

