

## **Pre-Trip Inspection:**

1. **Conducting the Inspections:** Before you begin, you should have a copy of the checklist in hand and have a pen to write with. The checklist will help you in performing the inspection in a logical sequence and assist you in doing a complete and thorough inspection of your vehicle. If your vehicle does not contain all of the equipment that is reflected in the checklist, i.e. organization van vs. POV, simply cross out the items that do not apply and move on to the next item.
2. **Fluid Levels, hoses, Belts:** Before you start the engine, lift the hood. Check the fluid levels in the radiator, battery, and windshield washer. Note any excessive usage and add the appropriate fluids. Check the oil level and add if indicated. Note any of the fluids additions. Visually check the hoses for signs of leaking and or cracking. In a similar way that you checked the belts.
3. **Interior, Lights, Dials, Gages and Ventilation:** Once you get behind the wheel, set the emergency brake, start the vehicle, check the appropriate lights, dials, and gages. For example, oil gage or warning light should give you an indication as to whether the oil pressure is sufficient to keep the engine running without damaging it. Do not allow the engine to “race” when you first start it. If the engine seems to be running too fast (idle) and will not slow down, do not put it into gear. Shut it down and report the problem to the manger.

If the alternator or generator light stays on or if there is a gauge that tells you the battery is not charging, you could end up with a dead battery on the route. If you do get such an indication you should have it corrected before starting out on your assigned trip.

Check to see if heater and air conditionings are working. Notice any foreign smells coming from the ventilation system. Inspect the interior for any hazards, torn upholstery, loose objects, etc. Check the interior lights, and seat belts. If car seats or child restraint systems are to be used, check to determine if they are matched to the vehicle and that they can be properly activated. Note the presence of driver side airbags in planning for the anticipated passengers, i.e., if they are present and activated then children and small adults should not ride in positions with functioning air bags.

Check for the vehicle registration and proof of insurance, and make sure that neither has expired. Check for presence of EZ Clean Kit in the vehicle. Check supplies in the kit.

4. **Windows and Mirrors:** Make sure that all windows and mirrors are free of ice, snow, or frost before moving the vehicle. If it is not too cold outside, you can check to see that the windshield washer and wipers are working.

Adjust all of your mirrors to make sure that you can see what it is you need to see within your safety zone.

5. **Horn, Steering Wheel, and Brakes:** Tap the horn to make sure it works. Move the steering wheel from side to side to make sure that it does not have excessive “play” in it. Push on the brake pedal. It shouldn’t feel soft or spongy.

6. **Doors and Emergency Exits:** Examine all regular and emergency doors to make sure that they are functional and not obstructed or otherwise damaged. The time to find out that an emergency door does not work is before the vehicle is put into service.
7. **Left Front:** Turn on all the exterior lights, including the high beams, turn signals and emergency flashers. Make sure the emergency brake is on and get out and check the left front vehicle lights to make sure that they are clean and not burned out. As you begin this outside inspection, remember to note any new damage to the vehicle.
8. **Left Side Tires:** Look at the left front and left rear tires for signs of damage or obvious pressure problems. An over inflated tire will give a rougher ride. An under inflated tire will build up heat and make it more susceptible to damage from obstacles or potholes in the road. If you have a tire gauge, check the pressure against recommended levels.
9. **Trunk, Rear Lights and Signs:** Check in the trunk, interior, or under the vehicle for the spare tire and tire changing tools. Check inflation of the spare. Check for presence of emergency equipment (chains, flashlights, blankets, ice scrapers).

Inspect all lights on the rear of the vehicle such as the emergency flashers, taillights, etc. If there are any signs on the back of the vehicle make sure that they are clean. If lights are dirty clean them.

Check to determine if the license tabs have expired.

10. **Under Vehicle Inspection:** Stand back a few feet from the rear of the vehicle and look under the vehicle for any foreign objects or fluid leaks. If there are objects hanging or wedged under the vehicle, either remove them or determine if part of the vehicle is hanging down. If a part of the vehicle is hanging down, report it to the manager for repair before starting your run. If you see any puddles of any kind other than obvious rainwater or water from melted snow/ice, check the source of the leak and report it to the manager.
11. **Right Side Tires:** Now check the right rear and right front tires just as you did the tires on the left side. Again look for any signs of fresh vehicle damage.