

15-Passenger Van Inspection Checklist

Vehicle Operator _____ Date _____

Department _____ 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
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 Operator'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 Operator'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
 - prescribed or OTC medication that impair your ability to drive safely
15. ***Remember*** – you represent the Colorado School of Mines when you're driving a CSM vehicle
 - Observe all traffic rules and regulations
 - Drive carefully, safely, and courteously

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

Attachment F

Keep this checklist in the glove compartment of the van for the duration of your trip.