

# 15-Passenger Van Inspection Checklist

Driver \_\_\_\_\_  
Department \_\_\_\_\_

Date \_\_\_\_\_  
TTU 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

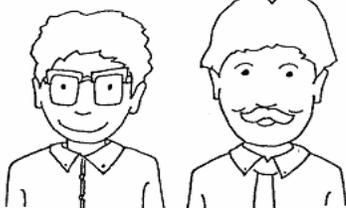
- Pressure
- Tread depth
- Are the hubcaps secure?

## 7. When you're finished inspecting outside the van

- Turn off the exterior lights

**Safety** is the reason you need to do an inspection!

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



## 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.**