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. What is your organization’s policy on the use of headlights during daylight hours?

6. 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?

7. Use a gauge to check the tires for
   - Pressure
   - Tread depth

8. Are the hubcaps secure?

9. When you’re finished inspecting outside the van, turn off the exterior lights

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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.**