



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?

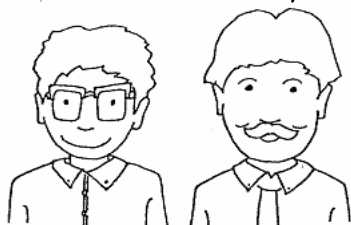
5. Inspect the engine compartment. **The engine should be off with the keys in your pocket.**

- 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.