15-Passenger Van Inspection Checklist

Driver __________________________ Date __________________
Department ______________________ 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

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.

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