

Driver Van Inspection Checklist and Problem Report

Senior Center _____ Date _____

Driver _____

Prior to leaving the senior center the driver shall inspect for the following:

- Inspect tires for obvious defects and low pressure
- Verify that Vehicle Emergency Procedure is in vehicle (usually on driver's sun visor)
- Check that fuel tank is full/sufficient for trip
- Check and adjust mirrors
- Inventory van for safety equipment
 - First aid kit
 - Jack
 - Tire Tool
 - 2' x 2' x 3/4" Plywood (to use under jack on soft ground)
 - Ice scraper
 - Cell phone available

Post Trip: Ask passengers to collect their belongings and pick up any trash around them, then check empty van for left behind items (sunglasses, hats, water bottles, etc.)

Comments Pre and/or Post-Trip: (use this space to record and report any safety, mechanical, or maintenance issues that need Senior Center attention)

(Driver to give report to senior center)

Original Report Received by: _____ Date: _____

Driver Copy Received by: _____ Date: _____

Problem Entered in Van Maintenance Log by: _____ Date: _____