15-Passenger Van Inspection Checklist

Vehicle Operator ____________________________ Date __________________
Department ____________________________ 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

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 Operator’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 Operator’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
    ➤ prescribed or OTC medication that impair your ability to drive safely

15. Remember – you represent the Colorado School of Mines when you’re driving a CSM vehicle
    ➤ Observe all traffic rules and regulations
    ➤ Drive carefully, safely, and courteously

16. List all passengers on the back of this checklist.

Attachment F

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