



Utica National's

RISK MANAGEMENT ALERT for Religious Institutions

Utica National Insurance Risk Management Department Bulletin

Vehicle Safety Inspection Checklist

Prior to trip departure the driver should conduct a pre-trip vehicle inspection to assure the vehicle is in a "ready" state. Substandard conditions should be corrected prior to departure. It is suggested that the vehicle be post-trip inspected upon returning.

Simply circle either satisfactory or unsatisfactory for each item then describe any unsatisfactory conditions below. Sign and turn a form into your supervisor before and after a trip.

ITEM	STATUS
1. Engine Oil Level	1. SAT UNSAT
2. Brake Operation	2. SAT UNSAT
3. Windshield Wiper Blades	3. SAT UNSAT
4. Head Lights/Driving Lights	4. SAT UNSAT
5. Parking Brake Operation	5. SAT UNSAT
6. Fan Belts	6. SAT UNSAT
7. Mirrors: Side, Rear-view	7. SAT UNSAT
8. Transmission Fluid Level	8. SAT UNSAT
9. Brake Lights/Turn Signals	9. SAT UNSAT
10. Brake Fluid Level	10. SAT UNSAT
11. Tail Lights/Reverse Lights	11. SAT UNSAT
12. Power Steering Fluid Level	12. SAT UNSAT
13. Tire Wear/Inflation	13. SAT UNSAT
14. Tire Balance/Alignment	14. SAT UNSAT
15. Spare Tire (condition)	15. SAT UNSAT
16. Horn	16. SAT UNSAT
17. Anti-freeze Level	17. SAT UNSAT
18. Heater and AC functioning	18. SAT UNSAT
19. State Inspection Sticker	19. SAT UNSAT
20. Emergency Kit	20. SAT UNSAT
21. Fire Extinguisher	21. SAT UNSAT
22. other	22. SAT UNSAT

Describe Condition(s):

Driver signature:

Date:

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