



Van User Pre-Use and Return Checklist

Van drivers will refer to this checklist each time they drive the van and then place a check in the Van Trip Log for both pre-use and return

Pre-Use Checklist

- Record trip into van log book
- Gas tank is full
- Visual tire inflation check
- Lights (headlights, brake lights, turn signals)
- Wiper fluid
- Adjust mirrors
- Check emergency equipment (spare tire, first aid kit, AED, BPP kit, flares, chains)
- Passenger Safety Orientation (seatbelt use, child seats for 8 year old and under or 4'9" in height, location of safety equipment and emergency equipment)

Return-checklist

- Gas tank is full
- Visual tire inflation check
- Check windows are closed
- Wiper fluid
- Inspect vehicle for damage (report any damage to your manager)
- Restock and replace any emergency equipment if used and put back in its original place
- BPP kit replaced if used and old one disposed and logged
- Clean van (pick up trash, vacuum or sweep, wipe windows, pick up lost and found)
- Record trip into van log book