



Van Driver Orientation Form

Employee

Intern

Volunteer

Other: _____

Driver's Name: _____

Department/Organization: _____

Cell Phone Number: _____ **Home Phone:** _____

Email: _____

The following pre-trip checks and procedures were reviewed with the driver

By: _____ **on** _____
(Park Services Staff) (Date)

Driver: _____ **on** _____
(Signature) (Date)

- Pre-trip inspection of vehicle for damage
- Checking engine oil, fuel, transmission fluid, wiper fluid, and engine coolant levels
- "Dashboard Warning Light" occurrence
- Tire inflation (front-60, rear 80)
- Testing lights (headlights, brake lights, turn signals)
- Adjustment/use of mirrors
- Location of insurance, registration, roadside assistance card, and vehicle manual
- Location of emergency equipment (spare tire, first aid kit, AED, flares, tire chains, BPP Kit)
- Used Blood Borne Pathogen (BPP) kit log and replacement locations
- Familiarization drive
- Van driver emergency procedures
- Passenger safety orientation (seatbelt use, location of safety equipment and emergency equipment)
- Gas procedure: 1) acquire credit card from appropriate District department; 2) fill up at gas station; 3) get receipt and write full name of driver and program at top of the receipt; 4) return credit card and receipt to appropriate department manager
- Parking the van and height considerations
- Cleaning the van of trash and using the shop-vacuum located in the pump house
- Recording trip details and mileage in "Van Log" notebook
- Reporting any damage or issues that incurred during trip
- Check load is secure on roof
- Post inspection of vehicle for damage

Return this form to Recreation Superintendent