



# Driver Use Checklist

Drivers will refer to this checklist each time they drive a Park District van or bus. They will go down each item on the list to make sure it has been done, both before using the vehicle and upon the vehicle's return. Drivers will place a check mark in the Trip Log indicating the items on each checklist were done.

## Pre-Use Checklist

- \_\_\_ Record trip into 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)
- \_\_\_ Make sure loose items are secure
- \_\_\_ 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)

## Post-Use 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 (pick up trash, vacuum or sweep, wipe windows, pick up lost and found)
- \_\_\_ Record trip into log book
- \_\_\_ Secure and lock doors