



# NASHVILLE UNITED METHODIST CHURCH

## *Offering Better Life Through Christ*

### Driver's Safety Checklist & Trip Report

#### PRE-TRIP INSPECTION

- \_\_\_ Before entering the vehicle, walk around the vehicle and inspect its overall condition.
- \_\_\_ Check condition of tires and if they are properly inflated (60-65 PSI).
- \_\_\_ Look under the vehicle for any fluid leaks.
- \_\_\_ Look behind the vehicle for any obstructions.
- \_\_\_ Verify spare tire, jack, first aid kit, hazard kit, fire extinguisher, and disposable cameras are in the vehicle.
- \_\_\_ Look under the hood for any loose wires or hoses. Check the levels of washer fluid, oil, transmission, and power steering fluid.
- \_\_\_ Start the vehicle. Have someone stand outside and test the lights, turn signals, and brake lights. Look for any broken lights.
- \_\_\_ Test the brakes by putting the vehicle in gear while holding your foot on the brake.
- \_\_\_ Test the parking brake by putting the vehicle in gear with the parking brake engaged.
- \_\_\_ Test the horn, wipers, fans, and defroster.
- \_\_\_ Make sure you have unobstructed views of all windows and mirrors.
- \_\_\_ Test the emergency door, buzzer, and lights.
- \_\_\_ Check that all seats have seatbelts and they are in good condition and the passengers are using them.
- \_\_\_ Do not exceed the maximum passenger limit for the vehicle. (25 not including the driver for large bus, 15 not including the driver for small bus)

Beginning Mileage: \_\_\_\_\_

Trip Start Date: \_\_\_\_\_

#### POST-TRIP REPORT

Ending Mileage: \_\_\_\_\_

Trip End Date: \_\_\_\_\_

\_\_\_ Interior and exterior clean                      \_\_\_ Gas tank full

\_\_\_ Issues or repairs: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

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