

VEHICLE CHECK OUT FORM INSTRUCTIONS

This Vehicle Check Out Form has been developed for the convenience of District campuses. This Vehicle Check Out Form was developed from research of the automotive industry's generally accepted recommendations on items to be checked before a trip and from forms already in use by several campuses. Individual campuses and/or departments may wish to add to the form to meet their individual needs. **The department and individual responsible for the campus vehicles will also be responsible for maintaining a folder for both the "Vehicle Check Out Form", "Pre-trip Safety Check List" and the "Vehicle Maintenance Log" (or equivalent) in their respective office.**

INSTRUCTIONS:

1. Vehicle #: This is the number commonly referred to as the "decal number" or the "bar code number" used for inventory of District property.
2. Year, Make & Model: An example would be: "88 Ford F150 Pickup.
3. VIN #: Is the "vehicle identification number" found on a metal plate just below the driver's side windshield or inside the doorframe of the driver's door.
4. Date: Is the date that the vehicle was checked or work was done on the vehicle.
5. Mileage: Mileage at the time the vehicle is checked or work is done on the vehicle.
6. Work Ticket #: The number on the form provided by the outside vendor doing work on the vehicle or the form used to record details of maintenance done by the given department responsible for the vehicle.
7. Name of person releasing vehicle: Name of person doing the "Vehicle Check Out Form"
8. Signature of person releasing vehicle (Bottom of Page): Person signs and dates after completing "Vehicle Check Out Form."

ITEMS

(Place an "X" under each item checked and found to be O.K.)

- Body: Check body of vehicle for damage. Document any damage found on vehicle.
- Tire Inspections: Condition & Air Pressure (Including Spare) (Also check for Tire Jack): Inspect the tread on the tire using a tire gauge and visual inspections. **(If the tire tread is 3/11 of an inch or less the vehicle should not be driven until the tire is replaced)** Check the air pressure in the tires using an air gauge.
- Horn: Test vehicle's horn
- State Inspection & License Sticker: Check State Vehicle Inspection & License Stickers to make sure they are current.
- Oil Level on Dipstick: Check the oil dipstick in the vehicle. If oil is not at the full mark add the appropriate amount.
- Radiator Fluid Level: Check the radiator fluid level. If fluid is not at the full mark add the appropriate amount.
- Brake fluid level: Check the brake fluid reservoir. If fluid is out side the minimum or maximum line have the brake system checked by a qualified mechanic before driving vehicle.
- Transmission Fluid: Check the transmission fluid dipstick. Add transmission fluid as needed.
- Power Steering Fluid Level: Check the power steering dipstick in the vehicle. If fluid is not at the full mark add the appropriate amount.
- Belts and Hoses -Condition: Check belts and hoses. Replace worn or damaged belts and/or hoses as needed.
- Wipers and Fluid Reservoir: Check wiper blades on windshield. Replace if worn or damaged. Add washer fluid as needed
- Low & High Beam Headlights: Check high and low beams on headlights. Replace lamps as needed
- Brake lights: Check brake lights. If brake light is out replace bulb or fuse as needed.
- Turn signals: Check signal lights. If signal light is out replace bulb or fuse as needed.
- Emergency Flashers Lights: Check emergency flashers. If flasher is out replace bulb or fuse as needed.
- Vehicle Insurance Card Valid: Is the vehicle's insurance card valid?
- Gas Tank Full: Is the gas tank full?
- Fire Extinguisher: Is extinguisher fully charged? (If provided by your campus)
- Flares: Is the set number of flares in the vehicle? (If provided by your campus)
- Emergency Instructions: Envelope in vehicle will contain things such as the state blue traffic accident form and a list of things to do after an accident. The envelope's contents will vary from campus to campus.
- Wash Vehicle: Wash vehicle per campus policy.

VEHICLE CHECK OUT FORM

The person releasing the vehicle is to fill out this form. Form must be completed before releasing the vehicle.

Vehicle #	Year, Make & Model:	VIN#:
Date:	Mileage:	Work Ticket: (If any)
Name of person releasing vehicle:		
*** This form will be filled out each time the vehicle is checked out for use. ***		
Items:	OK	Comments:
Body of Vehicle		
Tires: Condition & Air Pressure		
Horn		
State Inspection & Lic. Sticker		
Oil Level on Dipstick		
Radiator Fluid Level		
Brake Fluid Level		
Transmission Fluid Level		
Power Steering Fluid Level		
Belts and Hoses		
Wipers and Fluid Reservoir		
Low & High Beam Headlights		
Brake Lights		
Turn Signal Lights		
Emergency Flasher Lights		
Vehicle Insurance Card Valid?		
Gas Tank Full		
Fire Extinguisher *		
Flares *		
Emergency Instructions		
Wash Vehicle		
<p>I have read and followed the Vehicle Check Out Form Instructions on the back of this form.</p> <p>Signature of person releasing vehicle: _____ Date: _____</p>		

* (If provided by your campus)

12/04/01