

Environmental Health and Safety

Driver Pre-trip Inspection

Purpose

All drivers are required to complete a pre-trip inspection to ensure vehicles are safe, properly equipped, and in good working condition. This process helps identify hazards, prevent mechanical issues, and reduce the risk of accidents. Drivers are responsible for checking the vehicle before use, noting and reporting any concerns, and ensuring it is clean and ready for the next operator.

Exterior

- Check for broken glass or damage to the body.
- Conduct a visual inspection of tire inflation and check for leaks beneath vehicle.
- Document any damage or concerns.

Interior

- Become familiar with the vehicle controls before moving.
- Vehicle should be clean.
- Locate insurance and accident reporting packet (glove compartment).
- Locate First Aid kit, fire extinguisher, spare tire and tools for changing tires.
- Adjust seat and steering wheel, and then adjust all mirrors for maximum visibility.
- Check fuel level, turn signals, head lights, hazard lights and wipers.
- Adjust comfort controls.
- If using GPS, set destination prior to moving vehicle.
- Practice moving foot between accelerator and applying brake a few times to become accustomed to location and pressure.

After use of vehicle

- Re-fuel the vehicle, if less than a half tank remains.
- Remove all personal items and equipment.
- Clean and remove any debris.

