**Fleet Vehicle Pre-Use Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Vehicle**

|  |
| --- |
| Is the vehicle free of damage (dents, head and taillights, fender dents etc.)? |
| Is fleet number and vehicle tag easily visible and valid? |
| Has the vehicle undergone maintenance inspection within defined timeframe? |
| Are the engine fluid levels in safe operating range - oil, brake fluid, washer fluid? |
| Is the vehicle battery in good condition?  Are safety inspections done on a regular basis? |
| Are the tires free of damage or signs of excessive wear? |
| Are the rims free of cracks or damage? |
| Are the tires at a safe operating pressure? |
| Is the steering wheel within acceptable free play? |
| Is the power steering functional with no whining or dragging? |
| Do all lights, signals, hazard warning lights, horns, and movement alarms function properly? |
| Are all windows free of cracks or damage?  Are extinguishers readily available, accessible, and routinely inspected?  Are OSHA informational posters mounted in a commonly accessible location?  Does the safety bulletin board contain up-to-date information? |
| Does the parking brake function correctly (automatic or manual)? |
| Does the brake pedal feel smooth and free of "sponginess" when pressed? |
| Do heaters, defrost and A/C work properly? |
| Do seatbelts draw, fasten, unfasten, and withdraw properly? |
| Does the exhaust sound clean, with no smoke emitting from it? |
| Are there no obvious leaks or fluids around where the vehicle is parked (A/C condensate release excepted)? |
| Has the vehicle fire extinguisher been inspected and approved? |
| Is the vehicle fully charged/full of fuel? |
| Are any emergency items provided (chains, flares, flashlight, blankets)? |

**Feuling Stations**

|  |
| --- |
| Does the station have an emergency shut off for fuel pumps? |
| Does the station have fuel storage in a properly contained area? |
| Does the station have the correct fuel for this vehicle? |
| Have employees using CNG vehicles been properly trained in how to fill such a vehicle? |

**Has Permission Been Granted to the User of the Vehicle?**

|  |
| --- |
| Do you have permission to use this vehicle? |
| Is the user carrying a valid driver’s license with them? |
| Is the vehicle properly insured and registered for use with card/certificates placed in the vehicle? |
| Do employees who operate plant and non-passenger vehicles on public thoroughfares have operator licenses?  Are flashback arrestors in lace on oxygen / acetylene torch units? |
| Are motor vehicle drivers trained in defensive driving and proper use of the vehicle? |
| Does each truck, bus or van used to transport employees have an adequate number of seats? |

**Tires**

*See garage / shop checklist*

**For Additional Inspection Items, See Following Checklists:**

|  |
| --- |
| *Garage and AutoShop* |
| *Hazard Communication* |