

Sample vehicle inspection pre-trip inspection log for 15-passenger vans

Inspection date		Driver/inspector's name	
Vehicle ID		Odometer reading	
Make		Model	
Number of seats including driver		Number of seat belts	
Number of passengers this trip		Destination	

Vehicle equipment			Satisfactory	Unsatisfactory
No check engine lights or other dashboard failure alerts				
Brakes are functional, no sounds or evidence of wear				
Seat belts are available for both the passenger and driver seats				
Seat belts are clean and in good condition for each person, i.e., no frayed fabric, buckles fasten securely				
Horn sounds				
Doors/locks				
Headlights/tail lights				
Brake lights				
Turn signals				
Emergency flashers				
Windows/windshield				
Windshield wipers				
Belts and hoses (no cracks, swells, wear and tear)				
Mirrors are clean, adjustable and in good condition				
A/C, heater, defrosters				
Tire pressure	Depth gauge reading	Indicate the p.s.i. using a tire gauge	Satisfactory	Unsatisfactory
Front left		p.s.i.		
Front right		p.s.i.		
Rear left		p.s.i.		
Rear right		p.s.i.		
Spare		p.s.i.		
<ul style="list-style-type: none"> Always refer to your vehicle manufacturer's manual for tire inflation requirements. Check tire inflation using a tire gauge when the tires have not been driven more than a mile. Tire pressure will increase as tires warm up due to driving road friction. If the closest service station is over one mile, first measure and record the cold inflation pressure of each tire. Record tire pressures so that once you reach the service station, you will be able to again measure the inflation pressure of each tire and inflate the warm tire to the required inflation requirements plus the difference between the first and second reading. 				
Fluid levels - Fluid levels indicate full			Satisfactory	Unsatisfactory
Oil level indicates full on dipstick				
Cooling system is full				
Brake fluid				
Transmission fluid				
Windshield wiper fluid				
Other				
Current certificate of insurance, state vehicle inspection and registration				
Jack stand and tire iron				
Emergency kit, i.e., road flares, first-aid supplies, water, cell phone, tire inflation gauge, tire depth				
Accident investigation kit (pens, pencils, accident report, disposable camera, emergency phone numbers)				

Should the driver of the vehicle observe a deficiency, church policy should require the defect to be repaired. Vehicle repairs should only be completed by qualified mechanics through a reputable dealer or service repair center identified by the church leadership.

Comments: