## California State Polytechnic University, Pomona Facilities Management

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## VEHICLE OPERATOR CHECKLIST

(TRIP/DAILY OPERATOR CHECKLIST)

Tires	Replace	Leaking
R.F.		
R.R.		
L.F.		
L.R.		

<u>UPPER SECTION:</u> INSPECT EACH ITEM APPLICABLE TO VEHICLE.

✓ IF OK / LEAVE BLANK IF NOT OK & NOTE BELOW / WRITE "N/A" IF NOT APPLICABLE TO VEHICLE.

Item Inspected	√ if ok	Item Inspected	√ if ok
Motor Oil Level (inspect every 1,000 miles or monthly, whichever is sooner)		Wipers and Reservoir	
Transmission Fluid		Seat Belts	
Power Steering Fluid and Hydraulic System		Mirrors (side and rear) and Windshield	
Battery (corrosion, loose cables)		Gas Cap	
Engine Coolant Level - do not open radiator -		Cleanliness of vehicle (operator's responsibility)	
check coolant recovery reservoir (monthly)		Standard Form 269 (Accident ID card in vehicle)	
Leaks/Puddles under vehicle		Gas Credit Card in vehicle	
Tires, Spare, Jack and Tools		Vehicle Registration in vehicle	
Brakes and Brake Fluid		Operator's Manual in vehicle	
Lights (Head / Tail / Parking / Emergency)		Condition of vehicle body and/or new damage	

## **LOWER SECTION:** CHECK (✓) ONLY ITEMS NEEDING ATTENTION.

ENGINE	Overheating	1	Shimmy / Wander
	Oil Leaking	STEERING	Hard Steering / Free Play
	Oil Low		Power Steering Fluid Low
	Oil Pressure Loss		Headlights / Parking Lights
	No Power	ELECTRICAL	Emergency / Backup Lights
	Knocks / Noisy	(circle item)	Battery / Starter / Alternator
	Lopes / Misfires		Horn / Turn Signals / Switches
TRANS/	Fluid Leaking		Overheating
	Oil / Transmission Fluid Low	COOLING Do not open	Engine Coolant Level Low
	Grabs	radiator when hot	Radiator Leaking
CLUTCH	Slips		Water Pump/Cooling Hose Leaks
	Chatters / Noisy		Muffler
	Hard Shifting		Exhaust Pipe
FRONT AXLE	Alignment		Fuel Odor Noticed
	Wheel Balance	FUEL & EXHAUST	Carburetor
	Tire Wear		Pedal Travel (Excess)
REAR AXLE	Noisy (at what speed?)		Emissions / Smoke (Excess)
	Oil Leaking		

DRIVER'S COMMENTS / NEW DAMAGE NOTED (use back if necessary):						
Driver: _	Printed Name	Ext.	Date	Signature or Initials	Mgr:Initials	

**INSTRUCTIONS:** Non-Facilities Drivers: If problems, deficiencies, unsafe conditions and/or new damage is noticed while inspecting or driving the vehicle, at your earliest opportunity, fax completed Checklist to the **Campus Auto Shop**, **Fax No. 3692**, and immediately report such problems to the appropriate person in your department. **FM:** Follow internal procedure, turn in monthly checklist to your manager or as instructed, managers forward to Auto Shop.