

VEHICLE SAFETY CHECKLIST

The following checklist is intended to assist employees in determining whether a vehicle is safe. Any “no” answer should be cause for concern and corrective action. Before and after each trip, drivers should review the following checklist:

Vehicle Number _____

	Yes	No
Is the equipped with the following items in good operating condition:		
Adequate Rearview Mirrors?		
Safety Belts?		
Windshield wipers blades and fluid?		
Horn?		
Correctly adjusted headlights?		
Brake lights?		
Emergency brake?		
Turn/directional signals?		
Good tires with adequate tread and correct pressure?		
Gasoline tank at least half full?		
Where applicable, two-way radio working?		
Spare Tire with jack?		
Radiator fluids at required levels?		
Oil dip stick shows required levels?		
Taillights?		
License plate?		
Intact windshield, with no cracks?		
Is there a state vehicle accident packet in the glove compartment or elsewhere in the vehicle?		

A copy of this form must be inside every state owned vehicle for review.