Vehicle Inspection Checklist
Office of Environmental Health and Safety

☐ Operator not mentally or physically impaired to drive (influence of alcohol or medicines, fatigue, injury, stress, etc.)

☐ Travel route planned and reviewed. Weather conditions taken into consideration.

☐ Loose material and equipment stored and secured properly.

☐ Walk-around of vehicle performed. Vehicle body, windows, mirrors, tires, and wipers checked for safety defects and/or damage and noted/reported.

☐ Familiarity with all controls (headlight switch, windshield wipers, radio, emergency brake, etc.)

☐ Lights and signals checked for functionality.

☐ Seat belt(s) buckled and cell phone silenced or given to passenger.

☐ Seat and mirrors adjusted to fit driver.

☐ Brakes checked for proper operation.

Driving Fundamentals
Office of Environmental Health and Safety

• Pre-plan before driving.

• Act defensively. Expect the unexpected.

• Use seat belts.

• Limit backing. Make first move forward or use backing guides or spotters when possible.

• Eliminate distractions. No cell phone use when driving.

• Verify clear intersections.

• Maintain space when following and while stopped.

• Use 3-second delay rule.