

# 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

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- 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.