

DAILY VEHICLE CHECK – CIRCLE OF SAFETY

Guidelines: Did you circle this vehicle and check the following before starting? If not, do so now. These items are to be checked daily by each operator of this vehicle. Report defects to the Motorpool director and arrange for the necessary repairs.

1. Engine Oil
2. Radiator
3. Hood Latch
4. Tires
5. Backup Alarms (if applicable)
6. Brakes – Foot & Emergency
7. Wipers and Washers
8. Glass, including mirrors
9. Lights – Head lights, tail lights, turn signals, brake lights, revolving lights
10. Fuel Supply
11. Horn
12. Door Latches
13. Seat Belts

BEFORE BACKING, CHECK THE AREA TO THE REAR.

IS YOUR SEAT BELT FASTENED?