

Community Counseling Services

Vehicle Trip/Passenger Record

Vehicle Make & Year _____ Vehicle # _____

County _____ Tag # _____

Week beginning _____ and ending _____

Day	# Riders On	# Riders Off	Beginning Mileage	Ending Mileage	Program Using Vehicle	Driver's Initials
Monday						
Trip 1						
Trip 2						
Trip 3						
Trip 4						
Tuesday						
Trip 1						
Trip 2						
Trip 3						
Trip 4						
Wednesday						
Trip 1						
Trip 2						
Trip 3						
Trip 4						
Thursday						
Trip 1						
Trip 2						
Trip 3						
Trip 4						
Friday						
Trip 1						
Trip 2						
Trip 3						
Trip 4						
Saturday						
Trip 1						
Trip 2						
Trip 3						
Trip 4						
Sunday						
Trip 1						
Trip 2						
Trip 3						
Trip 4						

Community Counseling Services

Vehicle Daily Inspection Form (Preventive Maintenance)

Program Using Vehicle _____ Vehicle # _____ County _____

Week beginning _____ and ending _____

The daily preventive maintenance inspection by the driver is done before the vehicle begins the first trip of the day. The daily inspection by the driver shall include all items on the checklist below. At the end of the day, the driver shall sign the form and maintain it in the vehicle until the end of the week. At the end of each week, the forms should be maintained in a folder in each county office.

Problems needing immediate attention shall be reported to the Program Manager/County Administrator and the Vehicle Maintenance Technician immediately. For items not needing immediate attention, a Vehicle Maintenance Work Ticket should be completed. See Policy ES09 for additional information. If items are as they should be, enter **Y** in the appropriate box. If items need attention, enter **N** in the appropriate box and follow-up as indicated above.

Items to be addressed daily	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Oil dipstick shows oil is full							
Oil does not need changing (every 5,000 miles)							
Water reservoir is full							
Current insurance card is present							
Windshield wipers function properly							
Windshield is in good condition with no chips/cracks							
All windows/mirrors function well							
All windows/mirrors are in good condition with no chips/cracks							
All seat belts are intact and in working order							
Emergency brake is working correctly/disengaged before driving							
Vehicle brakes are working correctly							
Tires have pressure of 65 PSI front/80 PSI back (spare tire included)							
Appropriate tire tread depth (greater than 2/32)							
Outside lights (HL, TL, BL) are working properly							
All inside lights are working properly							
Horn blows easily							
Exterior is free from any new dents							
Interior of van is free of debris							
Fire extinguisher is present, charged, tagged, up to date, and secure							
First aid kit has required, non-expired items							
Flares appear to be in good condition							
Reflectors are working properly							
Flashlight produces a strong beam							

Other area(s) of concerns (Identify): _____

Signature of person completing inspection: _____

Monday _____ Tuesday _____ Wednesday _____
 Thursday _____ Friday _____ Saturday _____

Sunday _____

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