



NASHVILLE METHODIST CHURCH

Driver's Safety Checklist & Trip Report

PRE-TRIP INSPECTION

- ___ Before entering the vehicle, walk around the vehicle and inspect its overall condition.
- ___ Check condition of tires and if they are properly inflated (60-65 PSI).
- ___ Look under the vehicle for any fluid leaks.
- ___ Look behind the vehicle for any obstructions.
- ___ Verify spare tire, jack, first aid kit, hazard kit, fire extinguisher, and disposable cameras are in the vehicle.
- ___ Look under the hood for any loose wires or hoses. Check the levels of washer fluid, oil, transmission, and power steering fluid.
- ___ Start the vehicle. Have someone stand outside and test the lights, turn signals, and brake lights. Look for any broken lights.
- ___ Test the brakes by putting the vehicle in gear while holding your foot on the brake.
- ___ Test the parking brake by putting the vehicle in gear with the parking brake engaged.
- ___ Test the horn, wipers, fans, and defroster.
- ___ Make sure you have unobstructed views of all windows and mirrors.
- ___ Test the emergency door, buzzer, and lights.
- ___ Check that all seats have seatbelts and they are in good condition and the passengers are using them.
- ___ Do not exceed the maximum passenger limit for the vehicle. (25 not including the driver for large bus, 15 not including the driver for small bus)

Beginning Mileage: _____

Trip Start Date: _____

POST-TRIP REPORT

Ending Mileage: _____

Trip End Date: _____

___ Interior and exterior clean ___ Gas tank full

___ Issues or repairs: _____

Driver Signature: _____