



HARVARD

Campus Services

ENVIRONMENTAL HEALTH, SAFETY &
EMERGENCY MANAGEMENT

FORM

Program: Safe Driving

SAFE DRIVING PRE-USE MOTOR VEHICLE INSPECTION

Pre-use checks are to be performed daily and are intended to identify potential hazards and unsafe conditions that may be encountered from a damaged vehicle. If at any time a vehicle is found to be in need of repair, defective, or unsafe, fill out this form, submit to supervisor, and remove vehicle from service until it has been restored to a safe operating condition.

Step 1 - With engine off and vehicle in park; walk around to check the following:

FINDINGS

- Windows and outside mirrors are cracked or have broken seals
- Fluid levels are not in acceptable range (hydraulic, oil, antifreeze/water)
- Tires are worn, split, not properly inflated or missing tire material
- Fuel, oil system has visible leaks
- Serious wear or damage on the body or bed of the vehicle
- Rock guards over the driver tires/mud guards on other tires are missing/broken

Step 2 - Start vehicle and perform the following system operational checks:

FINDINGS

- Unusual noises, exhaust leaks, vibrations
- Low and high beam headlights not functional
- Parking brake and floor mounted hydraulic brakes not functional
- Dashboard gauges are not operational
- Seatbelts/restraints systems are not available or functional
- Airbag system will not turn on
- Audible backup signal not functional
- Horn is not functional
- Windshield wipers are broken or need replacement
- Windshield and rearview defrosters are not functional
- Directional signals are not functional
- Brake lights are not functional
- Backup lights are not functional
- Other _____

Finding Details

Inspector Name _____ Date _____

Manager Signature _____ Date _____