

Form 880B: Weekly Pre-Trip Report

WEEKLY PRE-TRIP REPORT

PSD owned/leased weekly vehicle checklist for Facilities and Transportation vehicles. This report excludes buses as they are required to complete the Bus Pre-Trip Form PRIOR to each trip.

ANY DEFECTS RECTIFIED MUST HAVE PROOF OF COMPLETION ATTACHED

- Visual inspect the exterior of vehicle for damage and fluid leaks
- Check all fluid levels (oil, brake, clutch, coolant, transmission, windshield washer, power steering, hub oil levels) are within acceptable levels and add appropriate fluids as necessary
- Check for frayed, broken drive belts and hoses along with broken fan blades
- Check for broken and frayed electrical wires
- Check for oil or coolant leaks on and around the engine, and in the engine compartment
- Check the battery is secured and is not damaged
- Ensure the general appearance in the engine compartment is in good order

STARTING VEHICLE

- Before starting the vehicle ensure all warning lights are functioning
- After starting the engine ensure oil pressure warning light goes out / oil pressure gauge starts to rise
- Ensure wiper / washers work correctly
- Ensure horn is working
- Ensure fuel level is sufficient for the day / operation of the vehicle
- Ensure steering operates smoothly
- Ensure all defrost / fans are functioning correctly

OUTSIDE OF VEHICLE

- Ensure headlights (high / low beam) are fully functional
- Ensure signal, tail & brake lights are fully functional
- Ensure hazard lights are fully functional
- Ensure license plate is attached
- Ensure the mirrors are attached and intact
- Check & record any visible body damage (have witness record & sign if possible)
- Ensure tires have adequate tread and side walls are not damaged
- Check & record any damage to windows

BEFORE OPERATION

- Ensure all documentation (Insurance, Registration etc.) is in the vehicle
- Ensure the vehicle is operable
- Ensure brakes are checked / operating upon starting to drive vehicle
- Ensure vehicle is tidy on the inside and all windows are unobstructed
- Ensure any cargo / equipment is secured / tied down

DATE: _____ **Name:** _____ **Signature:** _____