

# Van Pool Checklist



Van Number \_\_\_\_\_

**BEFORE DEPARTING VENTURA COLLEGE**

**WHEN RETURNING TO VENTURA COLLEGE**

ODOMETER READING \_\_\_\_\_

ODOMETER READING \_\_\_\_\_

Done	Description	Done	Description
	Vehicle damage? (bodywork, windows)		Vehicle damage? (bodywork, windows)
	Condition of windshield wiper blades, washer fluid level		Condition of windshield wiper blades, washer fluid level
	Condition of tires; tire pressure, tread wear		Condition of tires; tire pressure, tread wear
	Spare wheel and jack (under back seat)		Spare wheel and jack (under back seat)
	Visible leaks		Visible leaks
	Clean inside? (Mess= multiple trash items, spills, etc)		Headlight,s brake lights, and hazard lights
	Headlights and hazard lights		Brakes
	Brake lights		Horn
	Horn		Did any of the seat belts NOT work?
	Any warning lights on?		Fuel tank level (full) <b>GET RECEIPT</b>
	Brakes		<b>CLEAN ALL TRASH AND SPILLS</b>
	Fuel tank level (full)		<b>LIGHTS OFF - DOORS LOCKED</b>
<b>NOTES:</b>		<b>MAINTENANCE REQUESTS:</b>	

Signature & Date \_\_\_\_\_

Signature & Date \_\_\_\_\_

*Cellphone photos of issues are appreciated.*