

# ODU Daily Pre-Departure Checklist (Passenger Van)

Pre-departure inspection checklist for vehicles operated occasionally  
ODU Office of Risk Management

<b>Vehicle registration</b>	
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Item	O.K ✓ Defective ✕						
	Date						
Name of person conducting the check							
<b>Interior check</b> <ul style="list-style-type: none"> <li>Check vehicle was secured overnight and no unexpected or suspicious items located</li> <li>Check seatbelts (if fitted)</li> </ul>							
<b>Lights and reflectors</b> <ul style="list-style-type: none"> <li>Check all lights including clearance lights for working order</li> <li>Check reflectors and lenses for breakages</li> </ul>							
<b>Regulation signs and labels</b> <ul style="list-style-type: none"> <li>Check that registration sticker (if required), inspection label and no-smoking sign are affixed</li> <li>Check vehicle is currently registered (if no registration sticker)</li> </ul>							
<b>Mirrors, windows and windscreens</b> <ul style="list-style-type: none"> <li>Check mirrors are securely mounted</li> <li>Windscreens, windows and mirror surfaces are clean and checked for damage</li> </ul>							
<b>Wheels, tire and rims</b> <ul style="list-style-type: none"> <li>tire pressure and tread integrity</li> <li>Wheels, rims and retaining rims</li> <li>Wheel security (loose or missing wheel nuts)</li> </ul>							
<b>Horns and signals</b> <ul style="list-style-type: none"> <li>Check that horn is in working order</li> <li>Check for audible reversing signal if applicable</li> </ul>							
<b>Wipers and washers</b> <ul style="list-style-type: none"> <li>Check that wipers are in working order and do not obstruct driver's forward vision</li> <li>Check that windscreen washers have sufficient fluid to ensure clear forward vision</li> </ul>							
<b>Fire extinguisher</b> <ul style="list-style-type: none"> <li>Check that fire extinguisher/s are correctly charged</li> </ul>							
<b>Emergency exit</b> <ul style="list-style-type: none"> <li>Check that emergency hammer is in place</li> </ul>							
<b>Oils/fuel/water</b> <ul style="list-style-type: none"> <li>Check levels</li> <li>Check for leaks of any fluid (oil, water, refrigerant/coolant, hydraulic fluid, brake fluid or other)</li> </ul>							
<b>Structure and bodywork</b> <ul style="list-style-type: none"> <li>Check that all panels and readily visible structural members are secure</li> </ul>							
<b>Brakes</b> <ul style="list-style-type: none"> <li>Check that brake failure indicators are in working order</li> <li>Check pressure/vacuum gauges</li> <li>Check brake application whilst moving prior to departure</li> <li>Check air tank (if applicable)</li> </ul>							
Initials of person undertaking check on completion of check							

**Note:** If defect found, complete fault report form (Form 2.3) and submit to Facilities Motor Pool Official.