

**APPENDIX C:  
AMHERST COLLEGE  
Vehicle Preventative Maintenance and Safety Inspection**

Vehicle Number: \_\_\_\_\_

DRIVER'S NAME: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Beginning Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_

Fuel (gallons put in tank after use): \_\_\_\_\_ gal

**Step 1 - In Vehicle**

**Check if acceptable**

- A. Insure parking brake is applied.
  - B. Adjust driver's seat and mirrors
  - C. Check vehicle for registration, accident forms, and Accident and Breakdown Procedures sheet (found in glove box).
  - D. Inspect emergency equipment (if applicable).
  - E. Clean and inspect windshield, mirrors, and windows.
  - F. Start engine.
  - G. Check oil pressure, fuel gauges, and alternator charging rate.
  - H. Check operation of horns, windshield wipers, defroster and fans.
  - I. Turn all exterior vehicle lighting devices on
- \* Daytime driving lights are recommended and encouraged to reduce accidents.

**Step 2 - Outside of Vehicle**

- A. Check under the vehicle for oil and water leaks
- B. Clean and inspect operation of lights and reflectors.
- C. Check tires: proper inflation, valve caps, rim lugs
- D. Check for wheel chocks (if applicable).
- E. Check fuel supply   $\frac{1}{4}$   $\frac{1}{2}$   $\frac{3}{4}$  **F**
- F. Check license plates and registration tags.
- G. Indicate any visible exterior damage in the comment section below

\*You may be identified as the person causing the damage if you do not report the visible exterior damage.

**Step 3 - Inside the Vehicle**

- A. Secure cargo in the rear of the vehicle.
- B. Ensure that all seat belts are working.
- C. Verify that all seats are in place and secure
- D. Fasten seat belt.
- E. Apply brakes to check stop lamp operation.
- F. Make a test stop with brakes.
- G. Check steering mechanism for ease of operation.

Comments / Notes: \_\_\_\_\_

\*The operator of the vehicle will be responsible for the cleaning out the interior before returning.

\*Removal of vehicle seating by those other than the college Mechanic is prohibited.

\*Before returning keys to Campus Police, the vehicle must be filled with gasoline and this inspection form Completed and returned.