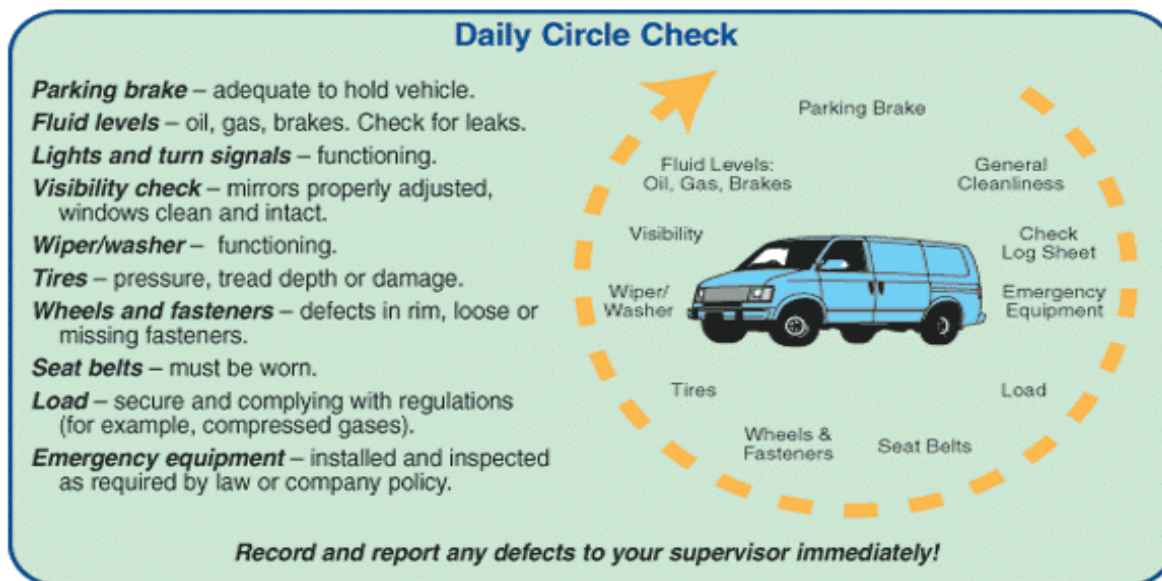


UNIVERSITY OF GUELPH FLEET VEHICLE DAILY CIRCLE CHECK

Week of: _____ to _____ Department: _____

Location: _____ Area Supervisor: _____



Date:	Inspector:
1) Bring your driver's license. 2) Before starting engine, check: <input type="checkbox"/> Fluid levels (oil, gas, brake, washer - evidence of leaks?) <input type="checkbox"/> Visibility (damage to mirrors/windows?) <input type="checkbox"/> Wipers (any damage?) <input type="checkbox"/> Tires (any damage? flat?) <input type="checkbox"/> Load (hitch okay? load secure?) <input type="checkbox"/> Emergency equipment (present?) 3) Enter vehicle, start engine, check: <input type="checkbox"/> Damage to seatbelt? Fasten belt.	<input type="checkbox"/> Parking brake (functioning?) <input type="checkbox"/> Foot brake (functioning?) <input type="checkbox"/> Clutch and gearshift (smooth?) <input type="checkbox"/> Steering (any play?) <input type="checkbox"/> Lights (functioning?) <input type="checkbox"/> Dash control panel (operational?) <input type="checkbox"/> Wipers (functioning?) <input type="checkbox"/> All moving parts (any noises?) <input type="checkbox"/> Horn (operational?) <input type="checkbox"/> Vehicle back-up alert (operational?) 4) Proceed if no problems found.
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**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR
IMMEDIATELY AND DO NOT USE THE VEHICLE!**