COMPANY VEHICLE SAFETY CHECKLIST

As an authorized driver of a company vehicle, you have been given certain privileges. You must possess a valid licence for the type of vehicle you are operating and meet all licensing requirements. You assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times, and otherwise, following the policies and procedures outlined by [Organization Name].   
  
Drivers of [Organization Name] company vehicles must ensure all features of the following checklist have been completed/inspected PRIOR to driving a company vehicle:

* Drivers must ensure they have in their possession the physical copy of their valid driver’s licence for the vehicle they are driving. Additionally, drivers must ensure that they have a physical copy of their proof of insurance documents, as well as their vehicle registration and any company documents as necessary.

Drivers must perform a DAILY visual inspection of the vehicle and ensure that:

* All tires are at the safe pressure levels and tires are aligned
* Fuel levels are sufficient for the length of the journey and the gas tank cap is securely closed
* Required air bags are in place and operational
* Headlights, taillights, fog lights, signal lights, hazard/warning lights, brake lights, and critical light indicators on the dashboard are operational
* The windshield is clean, free from any obstructions or debris, and windshield wipers are operational and there is windshield wiper fluid
* Doors, windows, and alarms are operational and the locking system works safely
* Seatbelts for every seat are in place and in proper working order
* Drivers must check the vehicle to ensure that all safety gear that may be needed for emergency situations is available and in working order. Safety gear may include but is not limited to:
  + First Aid Kit
  + Tire change tools
  + Jumper cables and tow rope
  + Flashlight
  + Road map
  + Fire Extinguisher
  + Antifreeze and windshield washer fluid
  + Rock salt/ ice melt

The following inspections must be completed on company vehicles on a regular basis or as indicated:

* Exhaust system operational and meets safety standards (Monthly)
* Engine oil levels (Weekly)
* Battery system operational and meets safety standards (Monthly)
* Any physical damage or defects are examined, noted, and reported to [Organization Name]
* A/C and Heat system in proper working order (Weekly)
* Brake system is functioning and in proper working order (Weekly)
* Overall cleanliness and maintenance of the vehicle meets company standards and the car is disinfected on a regular basis