OUTSIDE THE VAN
1. Approach the van and look underneath for
   - Excessive leaks
   - Loose parts
2. Check the suspension
   - Is the van leaning to one side?
3. Check for obvious damage to
   - Windows
   - Exterior light lens
   - Wiper blades
4. Get in the van and turn on exterior lights.
   Are all exterior lights working properly?
   - Front ▶ Rear ▶ Left side ▶ Right side
5. Inspect the engine compartment. The engine should be off with the keys in your pocket.
   Check all fluid levels
   - Oil ▶ Radiator (when engine is cool)
   - Windshield wiper fluid
   - Inspect all hoses and cable connections for excess wear
   - Check fan belts for proper tension
   - Are fan belts frayed or cracked?
6. Use a gauge to check the tires for
   - Pressure
   - Tread depth
   - Are the hubcaps secure?
7. When you’re finished inspecting outside the van
   - Turn off the exterior lights

INSIDE THE VAN
8. Sit in the Operator’s seat to check
   - Horn
   - Windshield wipers and washer
   - Backup alarm, if your van has one
   - All indicator lights and gauges
9. Make sure the Operator’s seat is not loose and is properly adjusted for you
   - Can you reach floor pedals, steering wheel and all other controls comfortably without straining?
   - Are you so close that your movement is restricted?
10. Inspect the front seat areas
    - Are they clear of loose items and debris?
    - Keep the front seat area, dash, and floor clear of clipboards, papers, trash, etc.
11. Check all mirrors
    - Are they clean? Can you see clearly?
    - Adjust each mirror to reduce blind spots as much as possible
12. Check the passenger area
    - Is the interior lighting operational?
    - Are the seats secure and in good condition?
    - Are the seats and floor clean?
    - Are safety restraints out and accessible to each passenger?
13. Before driving the van
    - Adjust the steering wheel so the airbag is directed to your chest, not your face
    - Put on your safety restraint
    - Lock the doors
    - Make sure all passengers are buckled up
14. Never drive under the influence of
    - Alcohol
    - Illegal drugs
15. Remember – you represent the Colorado School of Mines when you’re driving a CSM vehicle
    - Observe all traffic rules and regulations
    - Drive carefully, safely, and courteously
16. List all passengers on the back of this checklist.

Attachment F

Keep this checklist in the glove compartment of the van for the duration of your trip.