| Vehicle Preventative Maintenance and Safety Inspection Vehicle Number: | APPENDIX C: | |
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| Vehicle Number: | AMHERST COLLEGE | |
| Beginning Mileage: Ending Mileage: Fuel (gallons put in tank after use): gal Step 1 - In Vehicle | Vehicle Preventative Maintenance and Safety Inspection | |
| Beginning Mileage: | Vehicle Number: | |
| 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 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 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. | DRIVER'S NAME: | DATE:// |
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| Comments / Notes: | 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.