

PART III

Last Name, First Name	New or Terminating Passengers		(-) Subtract		Amount Paid	Official Use Only
	Date Started	Date Terminated	Back-up Driver	Vacation Week		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
TOTALS						

PART IV

Yes	No		Yes	No	
_____	_____	Van tracks in a straight line	_____	_____	Tires are properly inflated
_____	_____	Brake pedal feels firm; van stops in a straight line when brakes are applied	_____	_____	Tires are free of damage (no separation, cuts or bulges)
_____	_____	Parking brake holds on an incline	_____	_____	Tread depth is over 5/32"
_____	_____	Headlights are operational and properly aimed	_____	_____	Heater and defroster are okay
_____	_____	Windshield and windows are free of cracks and chips	_____	_____	Safety belts are operational; in good condition
_____	_____	Windshield wipers work; blades are in good condition	_____	_____	Engine fan belts in good condition; free of cracks, bulges, leaks
_____	_____	Windshield washers work; fluid supply okay	_____	_____	Engine hoses in good condition, free of cracks
_____	_____	Stop, tail, and signal lights are okay	_____	_____	Battery free of corrosion
_____	_____	Horn works	_____	_____	Proper water level in battery
_____	_____	Exhaust system (muffler) is okay	_____	_____	Proper coolant/antifreeze level in plastic surge tank
_____	_____	Steering is free of vibration	_____	_____	Engine oil at proper level
_____	_____	Tires are wearing evenly			

Comments: _____