



Pre-Operating Visual Inspection Checklist

Vehicle Plate No. _____

Date: _____

Drivers Name: _____

Initials: _____

Describe Issues

- Brakes (Pedal Pressure) _____
- Emergency Brakes _____
- Both Tail Lights _____
- Windshield Wipers _____
- Windshield Defroster _____
- Horn _____
- Mirrors (adjust before driving) _____
- Turn Signals _____
- Back-up Lights _____
- Both Headlights (High & Low Beam) _____
- Tires _____
 - Tread Inflation Spare
- Brake Lights _____
- Hazard Lights _____
- Seat Belt _____
- Fluid Levels _____
 - Gasoline Oil Power Steering
 - Power Brakes Coolant Transmission
 - Windshield Washer

Upon completion of a visual inspection, contact the Motor Pool office at 570-408-2349 to report any issues. DO NOT operate a vehicle with issues present. Submit completed forms to the University Police Department and repairs will be coordinated with Motor Pool.