



Abby Vans Inc.

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Pre Trip/Post Trip Vehicle Inspection Form Procedure.

Total inspection time 15 minutes.

Starting under the hood of your van

1. Check battery to be sure it is secure, corrosion free, and has no loose connections.
2. Look at all belts and hoses for cracks, breaks, or signs of wear
3. Check coolant level (In the Sprinters you will have to actually pull off the radiator cap to check the reservoir level. Push down and turn.)
4. Check oil
5. Check windshield washer fluid
6. Start van, put on parking brake and put into appropriate gear (Fords-Park, Dodge Maxi van- Neutral, Chevy-Park, Sprinters-N/A)
7. Check transmission fluid (This can not have be checked on the Sprinter vans)
8. Look under van for any coolant leaks
9. Close hood.
10. Shut van off, turn key to on position, make sure parking brake is still on, put van into reverse.
11. Test turn signals (be sure they work on the dash)
12. Turn on headlights, and 4 way flashers
13. Walk to back of van, on the way look and mark down any body damage
14. Check to make sure gas cap is in place and not broken.
15. Check tires as you walk around. (look at tread depth, do they look low (pressure), all nuts on wheels? (do not pull off hub caps))
16. At back of van check clearance lights, reverse lights, blinkers, and license plate lights.
17. Open rear doors
18. Come around right side of van checking the tires and body for damage, open and check all doors and windows.
19. Check running boards as you make your pass around van.
20. In front of van check marker lights, blinkers and headlights. Get into van, turn on brights, check to be sure they are working.
21. Put van into park, shut off 4 way lights, start van, turn on interlock switch.
22. Try to put van into gear. (Some vans will not go into gear, other vans will kill)
23. Put van back into park.
24. Go to back of van, check for lift area light (on the lift or on the rear door)
25. Check interior lights from rear of van...all dome lights should be on.

26. Cycle lift (bring lift down, stand on it, raise lift, check rear lift plate to be sure it locked into place.)
27. Check for manual pump arm for the lift.
28. Check fire extinguisher at rear of van.
29. Check all wheelchair and seat restraints. There will be 4 restraints per wheelchair plus 1 lap belt. In the Sprinters check the bags on the side of the van to be sure all restraints are in there and working.
30. Check structural integrity of passenger compartment, floors etc.
31. Get back on lift, lower and close.
32. From passenger side of van check for accident packet (in glove compartment), First aid/body fluid kit (under passenger seat), flashlight (in center console)
33. No smoking sign and 911 stickers on dash (no smoking sign is on the ceiling of Sprinter vans)
34. Go around to drivers side (from the drivers seat)
35. Check windshield wipers, windshield washer, look for and chips or cracks in windshield. Check horn, radio, and cell phone.
36. Check front and rear fans for heat/defrost/ac. Works on all speeds.
37. Check all gauges. Oil pressure, alternator, gas, and temperature gauges all appear in working order. (Note: some vans do not have gauges but instead have warning lights. Be sure none of the warning lights are on)
38. Take a small test drive.
39. Check exhaust for excessive noise, brakes should not squeak, grind, or shake, transmission shifts smoothly. Are the steering, front suspension, and shock absorbers working properly?