

COMMUNITY LIVING-CENTRAL HURON VEHICLE INSPECTION REPORT

Please put a check mark (✓) under every item after being inspected and no problems/concerns were found. If a problem/concern is detected, mark an X under that item and proceed to complete a Workplace Hazard and Suggestion Form in detail and submit to the appropriate Supervisor prior to ending your shift.

Examples of 'Comments' may be: Cleaned/vacuumed vehicle, filled up on this date, put air in tires etc.

Date	Time	Staff Initial	Accessible Parking Permit	Doors & Windows, Heat & Defrost Functional	Brakes, Parking Brake Warning Lights	Mirrors, Horn Wipers & Tires	Signal Lights, Head & Tail lights	Q Straint Seat Belts	Fuel (*)	Licence Plate & Exhaust Clear	Lifts & Emerg Equip. (*)	Comments

- * Please Note:
- a) Upon every gas fill-up, **sign both copies of the gas receipt**, have engine oil and windshield washer fluid checked and filled if necessary.
 - b) Emergency Equipment is kept in the trunk of Agency cars and underneath the front seat in vans and should include: first aid kit & winter emergency kit.
 - c) Fire extinguisher in wheelchair vans only.
 - d) Written procedures for manual operation of hydraulic lifts in Picton and Oxford wheelchair vans.

Comments/Concerns: _____

Vehicle Incident Report Completed Yes No
 Workplace Hazard & Suggestion Report filed Yes No