

# Vehicle Operator Checklist

Last revised: September 2020  
 Last reviewed: September 2020  
 Next review: September 2020

Yes, I have a valid driver's license

Name \_\_\_\_\_

Division/Work Unit \_\_\_\_\_ Headquarters \_\_\_\_\_

Destination/Purpose of Trip \_\_\_\_\_

Unit # \_\_\_\_\_ License Plate # \_\_\_\_\_

Date/Time Out \_\_\_\_\_ Date/Time Back \_\_\_\_\_

Start Mileage \_\_\_\_\_ End Mileage \_\_\_\_\_

Total Mileage \_\_\_\_\_

PRIOR TO LEAVING AND WHEN RETURNING, DO A WALK AROUND INSPECTION OF THE VEHICLE:	Upon Pick Up (✓ if yes)	Upon Return (✓ if yes)	Describe any issues:
1. Do the tires appear appropriately inflated?			
2. Is the vehicle exterior free of damage/windshield cracks?			
3. Do the gauges all appear to be working?			
4. Are the signal, brake lights, headlights and wipers working?			
5. Are the headlights clean?			
6. Is there at least 3 / 4 tank of gas?			
7. Is the exterior clean?			
8. Is the necessary basic equipment in the vehicle? (e.g. Brush/scrapper, extension cord, operator's manual)			
9. Is Ministry-specific safety equipment available?			
10. Is the unit plugged in? (winter only)			
11. Did you purchase gas, windshield fluid, car wash, etc.? (Submit receipts)			

**Note: The operator is responsible for ensuring the vehicle is locked and secured at all times. Remember to remove all personal belongings and garbage from the vehicle before returning the keys.**

Operator's Signature: \_\_\_\_\_

**Driving Preparation:**

**HIGHWAY HOTLINE**

**1-888-335-7623**

- ✓ Plan your trip and route in advance.
- ✓ Contact Highway Hotline for weather conditions before you begin your travels.
- ✓ Have a communication plan in place prior to leaving. Make sure your supervisor or designate knows:
  - Where you are going and your route
  - Expected time of arrival and expected time of return
  - Your contact number(s)
- ✓ If you take a cell phone(s), make sure it is fully charged.
- ✓ Keep your gas tank at least 3 / 4 full.
- ✓ Drive in daylight hours if possible.
- ✓ Do not drive when fatigued (make sure you get appropriate rest).
- ✓ Remove snow and ice from your vehicle. Ensure headlights, tail lights, mirrors and all windows are clear/
- ✓ During cold weather, it is recommended to travel with a winter survival kit and warm clothes. Follow your Ministry's processes.

**My Emergency Contact Numbers:**

NAME	PHONE NUMBER