

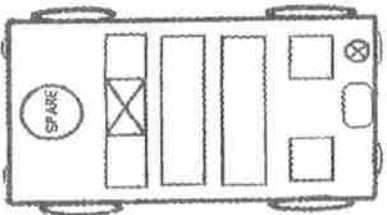
# VAN CHECKOUT

**THIS FORM MUST BE COMPLETED REGARDLESS OF DISTANCE**

**READ:** Prior to driving 100+ miles (one-way) it is essential the driver brings the van to Transportation for inspection by a mechanic. Please schedule preventive maintenance in advance.

## **This Form MUST Be Completed**

- Check Oil Level (see "Helpful Tips" sheet)
- Check Coolant Level
- Check Tire Pressure (see "Helpful Tips" sheet)  
Record PSI LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_  
For proper air pressure recommendation, use Manufacturer guidelines plate located on driver's door
- Check Fuel Level and Gas Cap
- Start Engine and Check All Gauges Work
- Horn, interior and dash lights, windshield wipers
- Check Head Lights, Brake Lights, Turn Signals
- Emergency 4-Way, Reverse/Backup
- Check and Adjust Mirror
- Record Odometer Miles on Side 2
- Body Damage (see diagram)



### **At your destination, check the following:**

- Tires
- All Lights Off
- Fuel
- Post-Trip**
- All Lights Off
- Clean Interior
- Damage

**\*\* IF ANY SAFETY-RELATED DEFECT IS FOUND - DO NOT DRIVE \*\***

*Having the proper tire pressure is a crucial safety issue. Incorrect tire pressure will compromise cornering, braking and stability.*  
All defects are to be reported by you **immediately** to the Athletic Director and the Transportation Department.

I verify that I performed and completed the vehicle checkout.

Name \_\_\_\_\_ Van # \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_

**Leave No Trace – Remove All Trash**

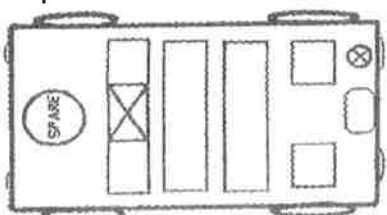
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ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT -- TRANSPORTATION  
**VAN USAGE MILEAGE SHEET**

Vehicle #: **V-** Date:

Driver Name (please print):

School: **DO NOT EXCEED THE SPEED LIMIT.**

Odometer Miles	Dept/Sport/Club	Passenger Count	Destination
<b>Example:</b>			
Return: 12,370 (end)	Tennis	7	Del Oro H. S.
Depart: 12,345 (start)			
Return:			
Depart:			
Return:			
Depart:			
Return:			
Depart:			
<b>TOTAL VAN MILEAGE</b>			

Driver completed the following:

Fueled - Keep above 1/2 tank

Washed

All lights turned off - REQUIRED

Interior picked up, all trash removed - REQUIRED

Driver signature:

- Turn in form to Site Transportation Liaison  
 when returning keys. -

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