

OFFICE OF STUDENT LIFE VEHICLE INSPECTION

To be completed prior to and upon return from student club/organization van travel.

Vehicle number: _____ Club/Organization Name: _____

Pre-trip	OK	Needs Attention
Full tank of gas		
Roadside kit		
Headlights (intact and working)		
Tail lights, brake lights, turn signals (intact and working)		
Vehicle condition (inside)		
Vehicle condition (outside)		
Odometer reading (record number)		

Post-trip	OK	Needs Attention
Full tank of gas		
Roadside kit		
Headlights (intact and working)		
Tail lights, brake lights, turn signals (intact and working)		
Vehicle condition (inside)		
Vehicle condition (outside)		
All doors locked		
Odometer reading (record number)		

Additional Comments:

Pre-trip Inspection

Student Life Representative

Student Club/Organization Advisor

Date

Post-trip Inspection

Student Life Representative

Student Club/Organization Advisor

Date

Advisor signs above with the understanding that, if necessary, Student Life may charge the student club/organization for any areas that are deemed to "Need Attention" after the student club/organization travel has been completed.

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