



**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: \_\_\_\_\_

<b>Pre-trip</b>	<b>OK</b>	<b>Needs Attention</b>
Full tank of gas	<input type="checkbox"/>	
Roadside kit	<input type="checkbox"/>	
Headlights (intact and working)	<input type="checkbox"/>	
Tail lights, brake lights, turn signals (intact and working)	<input type="checkbox"/>	
Vehicle condition (inside)	<input type="checkbox"/>	
Vehicle condition (outside)	<input type="checkbox"/>	
Odometer reading (record number)		

<b>Post-trip</b>	<b>OK</b>	<b>Needs Attention</b>
Full tank of gas	<input type="checkbox"/>	
Roadside kit	<input type="checkbox"/>	
Headlights (intact and working)	<input type="checkbox"/>	
Tail lights, brake lights, turn signals (intact and working)	<input type="checkbox"/>	
Vehicle condition (inside)	<input type="checkbox"/>	
Vehicle condition (outside)	<input type="checkbox"/>	
All doors locked	<input type="checkbox"/>	
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.