



## Vehicle Checklist

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You must check all items on the sheet, and turn in with your monthly paperwork. ASDE management must be notified immediately if items are missing, or the vehicle has new damage. Failure to submit this form, or failure to report new damage will lead to a formal write up and no pay increase for the following calendar year.

- \_\_\_\_\_ Vehicle has current registration/insurance.
- \_\_\_\_\_ License plate has current registration sticker
- \_\_\_\_\_ Vehicle has Wex fuel card and Network Driver kit
- \_\_\_\_\_ Vehicle has "ASDE Free Zone" stickers on glovebox/rear bumper
- \_\_\_\_\_ Vehicle has first aid kit and AAA road kit
- \_\_\_\_\_ Vehicle has sticker indicating when next oil change is due and is not overdue.
- \_\_\_\_\_ Vehicle has instructor mirror.
- \_\_\_\_\_ Vehicle has all hubcaps
- \_\_\_\_\_ Vehicle appears to have been recently washed/vacuumed
- \_\_\_\_\_ Vehicle does not have any warning lights on dashboard
- \_\_\_\_\_ Vehicle appears to be in "safe" working condition.

Please do a "walk around" of the vehicle that you have been assigned and give a description of all damage that you notice. If there is anything at all that will hinder the safe operation of this vehicle, please note it as well in the space below.

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_