



Company Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

## *Topic 117: Service Vehicle Checklist*

**Introduction:** Service vehicles are used every day in a variety of occupational fields, including landscaping, electrical, plumbing, and masonry. To avoid unnecessary and costly repairs it is a good idea to do a simple inspection of the vehicle before starting each work day. If you want to keep your vehicle working for you, you must take care of it. Following is a general safety checklist for Service Vehicles:

**Walk-around Inspections:** Before leaving for the work-site, do a simple walk-around inspection beginning with:

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Front grille, headlights, fog lamps, turn signals</li> <li><input type="checkbox"/> Windshield and wiper blades</li> <li><input type="checkbox"/> Left front reflectors</li> <li><input type="checkbox"/> Left front tire and wheel</li> <li><input type="checkbox"/> Driver's door, window glass, and mirror for cracks</li> <li><input type="checkbox"/> Fluid leaks such as oil, transmission, fuel or engine coolant</li> <li><input type="checkbox"/> Tool box doors, secure any loose tools</li> <li><input type="checkbox"/> Make certain fuel cap is secure</li> <li><input type="checkbox"/> Left rear tire and wheel</li> <li><input type="checkbox"/> Remember to secure any loose tools or equipment stored on the top or side of the vehicle (e.g. ladders, PVC pipe, rakes, shovels)</li> <li><input type="checkbox"/> Make certain any tools, tool boxes, gas cans, power tools, or chemicals in the bed of the vehicle are secured.</li> <li><input type="checkbox"/> Make sure the tailgate is fastened. Any tools stored in areas where workers will be riding must be secured properly.</li> </ul> |  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Rear brake lights, lights, turn signals</li> <li><input type="checkbox"/> Left rear reflectors</li> <li><input type="checkbox"/> Spare tire</li> <li><input type="checkbox"/> Right rear reflectors</li> <li><input type="checkbox"/> Right rear tire and wheel</li> <li><input type="checkbox"/> Built-in tool box doors, secure any loose tools</li> <li><input type="checkbox"/> Passenger side door, window glass and mirror for cracks</li> <li><input type="checkbox"/> Right front tire and wheel</li> <li><input type="checkbox"/> Right front reflectors</li> </ul> |  |
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**Engine Inspections:** Always perform a quick but thorough inspection of the vehicle's engine beginning with:

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Engine oil level, when was last oil change</li> <li><input type="checkbox"/> Automatic transmission fluid level</li> <li><input type="checkbox"/> Engine coolant level</li> <li><input type="checkbox"/> Brake fluid level. Pump brakes at this time to be sure you have a firm pedal.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Window cleaner level</li> <li><input type="checkbox"/> Water level in battery</li> <li><input type="checkbox"/> Battery connections and spark plugs for carbon. Check spark plug and other wires for rot or loose connections</li> <li><input type="checkbox"/> Air and Fuel filter</li> </ul> |
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**Vehicle Needs:** Every vehicle should have an Emergency Kit available with the basic needs in case of a break down.

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> First Aid Kit (must meet minimum ANSI specifications)</li> <li><input type="checkbox"/> Jumper cables</li> <li><input type="checkbox"/> Flash light</li> <li><input type="checkbox"/> Flares</li> <li><input type="checkbox"/> Basic tool kit</li> <li><input type="checkbox"/> Water (1-2 gal) for overheats/extra fanbelt</li> </ul> |  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Can of brake fluid and quart of engine oil</li> <li><input type="checkbox"/> Carburetor primer</li> <li><input type="checkbox"/> Fix a flat</li> <li><input type="checkbox"/> Portable air compressor</li> <li><input type="checkbox"/> Material Safety Data Sheets (MSDS) if there are chemicals in use at the worksite.</li> </ul> |  |
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**Securing vehicles at worksites:** Unconventional parking locations are typical of construction and other working sites. Upon arrival at the worksite, if the vehicle is to be left unattended make certain to properly secure the vehicle, tools, and equipment. Make sure that:

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Doors are locked</li> <li><input type="checkbox"/> Engine is off</li> <li><input type="checkbox"/> Parking brake is set</li> <li><input type="checkbox"/> Manual transmission in low gear</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Wheels are blocked to prevent vehicle movement</li> <li><input type="checkbox"/> Tool boxes are locked including portable tool boxes</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> All tools and equipment are secured with chains and padlocked</li> <li><input type="checkbox"/> Alarm system is engaged</li> </ul> |
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**Conclusion:** Remember to ensure that your vehicle is safe before going out on the job. Do a walk around inspection to check for any problems with the vehicle. Do a simple check of the engine, including battery and fluid levels. Make sure your First Aid kit is restocked on a regular basis, check your emergency kit, and make certain MSDS's are available. Utilize this checklist for Service Vehicles.

### *Work Site Review*

Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Personnel Safety Violations: \_\_\_\_\_

Material Safety Data Sheets Reviewed: \_\_\_\_\_ (Name of Chemical)

**Employee Signatures:**

*(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)*


**Foreman/Supervisor's Signature:** \_\_\_\_\_

*These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*