

**NAVY CHILD AND YOUTH PROGRAMS
PRE-TRIP VEHICLE INSPECTION
DAILY FORM**

For the Week of: _____

REQUIRING DIRECTIVE OPNAV 1700.9

VEHICLE NUMBER:	ODOMETER READING: <i>(Recorded on Monday)</i>					
	Please use the LEGEND below to complete this form: Y = YES N = NO N/A = For Contracted Vehicles					
ITEMS FOR SCHOOL PICK UP/TRIP:	M	T	W	TH	F	S
Cell Phone or Two Way Radios						
Children's Emergency Information <i>(CNICCYP1700/04 CYP Registration Form)</i>						
Children's Pick up Lists <i>(if applicable)</i>						
Gas Card <i>(if applicable)</i>						
Statement of Government Vehicle Insurance						
OUTSIDE WALK AROUND INSPECTION	M	T	W	TH	F	S
Tires <i>(check for proper inflation and wear)</i>						
Mirrors Adjusted Properly						
Exterior Lights <i>(Turn Signals, Brake Lights, Headlights, Hazard Lights)</i>						
Outside Body of Vehicle <i>(check for damages)</i>						
Doors <i>(check to ensure all open/close)</i>						
BEFORE STARTING ENGINE:	M	T	W	TH	F	S
Seats/Seatbelts <i>(Ripped, Frayed, or Broken)</i>						
Complete First Aid Kit <i>(Checklist maintained in the kit)</i>						
Emergency Equipment <i>(Flares, Reflective Triangles, Cones, etc)</i>						
Emergency Procedures in Vehicle						
Vehicle Log Book <i>(if applicable)</i>						
Fire Extinguisher Charged						
AFTER STARTING ENGINE:	M	T	W	TH	F	S
Interior Lights – Exit Signs						
Gas Levels						
Heating and Air Conditioning						
Horn Works						
Windshield Wipers <i>(Work, Blades not Worn, Fluid Full)</i>						
TRIP DESTINATION	M	T	W	TH	F	S
Vehicle is Clean and Free of Trash						
Complete Walk Through Vehicle Before Securing						
Driver's Initials Every Day						
Explanation of problems noted during pre-inspection and/or travel: <i>(Please report problems to Supervisor)</i>						