

# Vehicle Safety Checklist

Driver Name: \_\_\_\_\_ Date: \_\_\_\_\_

Origin:  Bowling Green  Crowne Pointe  Intensive Health  London  Nicholasville  
 Paducah  Stepworks Outpatient  Woodland Drive  Outpatient Shuttle

Patient's Location: \_\_\_\_\_

Facility Name (if applicable)

\_\_\_\_\_  
 Street Address City State Zip

Destination:  Bowling Green  Crowne Pointe  Intensive Health  London  Nicholasville  
 Paducah  Stepworks Outpatient  Woodland Drive  Outpatient Shuttle

Other: \_\_\_\_\_

Facility Name (if applicable)

\_\_\_\_\_  
 Street Address City State Zip

## Pre-Trip Vehicle Inspection

### Vehicle Exterior

Item	Yes	No	Notes
tires appropriately inflated	<input type="checkbox"/>	<input type="checkbox"/>	
headlights, taillights, brakelights, turn signals working properly	<input type="checkbox"/>	<input type="checkbox"/>	
outside of vehicle is clean	<input type="checkbox"/>	<input type="checkbox"/>	
outside of vehicle has no visible damage	<input type="checkbox"/>	<input type="checkbox"/>	

### Vehicle Interior

Item	Yes	No	Notes
interior has been thoroughly searched for contraband	<input type="checkbox"/>	<input type="checkbox"/>	
all interior lights work	<input type="checkbox"/>	<input type="checkbox"/>	

vehicle is clean and free of garbage	<input type="checkbox"/>	<input type="checkbox"/>	
updated insurance card and registration in glovebox	<input type="checkbox"/>	<input type="checkbox"/>	
emergency procedures in glovebox	<input type="checkbox"/>	<input type="checkbox"/>	
gas card in the vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
first aid kit and Narcan in the vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
first aid kit: no expired items and Narcan is not expired	<input type="checkbox"/>	<input type="checkbox"/>	
fire extinguisher in vehicle (and gauge is green for full)	<input type="checkbox"/>	<input type="checkbox"/>	
jumper cables, spare tire, tire-changing tools in vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
no warning lights on dashboard	<input type="checkbox"/>	<input type="checkbox"/>	
GPS unit and cell phone are charged and working	<input type="checkbox"/>	<input type="checkbox"/>	
vehicle has sufficient fuel	<input type="checkbox"/>	<input type="checkbox"/>	

## Post-Trip Vehicle Inspection

Item	Yes	No	Notes
trip finalized in GPS software	<input type="checkbox"/>	<input type="checkbox"/>	
vehicle drove and rode appropriately	<input type="checkbox"/>	<input type="checkbox"/>	
windshield wipers worked well	<input type="checkbox"/>	<input type="checkbox"/>	
no warning lights on dashboard	<input type="checkbox"/>	<input type="checkbox"/>	
vehicle is clean and free of garbage	<input type="checkbox"/>	<input type="checkbox"/>	
interior of vehicle is undamaged	<input type="checkbox"/>	<input type="checkbox"/>	
interior has been thoroughly searched for contraband	<input type="checkbox"/>	<input type="checkbox"/>	
tires appropriately inflated	<input type="checkbox"/>	<input type="checkbox"/>	
tires have sufficient tread (and do not show excessive wear)	<input type="checkbox"/>	<input type="checkbox"/>	

outside of vehicle is clean	<input type="checkbox"/>	<input type="checkbox"/>	
outside of vehicle has no visible damage	<input type="checkbox"/>	<input type="checkbox"/>	
doors are locked	<input type="checkbox"/>	<input type="checkbox"/>	
gas card, first-aid kit, Narcan, and vehicle keys have been returned to their storage location	<input type="checkbox"/>	<input type="checkbox"/>	

- I disposed of all contraband according to Stepworks policies.
- If I answered "No" to anything above, I will contact the Director of Residential Operations.

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_