
 Organization Name

Ministry-Owned Vehicles Checklist

Owning buses and vans gives your ministry the ability to transport people wherever and whenever you want. Use this checklist to help evaluate the safety of your fleet.

	Yes	Needs Attention
1. Do you have a written policy that addresses such issues as vehicle usage rules, driver eligibility, storage, and security?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you limit vehicle use to official business or ministry activities?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do your buses and vans contain every warning and safety device required by state codes?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you document all repair and maintenance work performed on each vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all vehicles inspected regularly and maintained by a qualified mechanic?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do all drivers perform pre-trip and post-trip inspections, noting any mechanical problems?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you require all drivers and passengers to wear seatbelts?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

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