

15 Passenger Van Driver Checklist & Reference Guide

Operator Name: _____ Date: _____

Vehicle#: _____ Make: _____ Odometer Mileage: _____

Use the following information prior and during 15 passenger van operation to enhance passenger safety.

Prior to Use Checklist:

External Vehicle Check

Underneath van for excessive leaks and loose or hanging parts.

Visible damage including broken windows, lights or other significant body damage.

Tire condition including tread depth and tire pressure using a tire pressure gauge.

Spare tire condition including tread depth and tire pressure using a tire pressure gauge.

Ensure the following are in working order:

Horn	Turn Signals
Headlights/Tailights	Brake Lights

Internal Vehicle Check

Ensure the following are in working order:

Seatbelts	Doors/Locks
Horn	Windshield Wipers
Interior Light	Gauges, Lights & Indicators
Adjusts Seats & Mirrors	

During Use Guidelines:

- Ensure all are wearing seat belts.
- Scan for potential hazards in order to take appropriate action by:
 - using mirrors,
 - leaning in seat to improve sight angle and anticipating changes in traffic conditions.
- Perform turns by:
 - checking blind spots;
 - using directional signals appropriately;
 - keeping wheels straight on left turns and selecting proper turn lanes.
- Ensure cushion of safety by:
 - staying aware of surroundings;
 - adjusting speed accordingly;
 - not driving in other's blind spots and/or behind oversize vehicles;
 - maintaining adequate following and stopping distance behind other vehicles,
 - covering brake when appropriate and compensating for tailgaters.