



# Charlton County Fire & Rescue

The Desire to Serve  
The Courage to Act  
The Ability to Perform



## Personal Vehicle Safety Checklist

Date of Review: \_\_\_\_\_

Member Name: \_\_\_\_\_ Vehicle Make/Model/Year: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Restrictions: Yes No If "yes", describe: \_\_\_\_\_

### Required Documents

Current Registration:	Yes	No	Current State Inspection:	Yes	No	N/A	
Proof of Insurance:	Yes	No	Insurance Company:	_____			
Lights & Siren Permit:	Yes	No	N/A	Courtesy Lights Permit:	Yes	No	N/A
				Expiration Date:	_____		

### VEHICLE CONDITION

#### Tires

Left Front	Good tread:	*Fair tread:	**Poor tread:
Right Front	Good tread:	*Fair tread:	**Poor tread:
Left Rear	Good tread:	*Fair tread:	**Poor tread:
Right Rear	Good tread:	*Fair tread:	**Poor tread:

#### Brakes

Stopping Distance	Good	*Fair	**Poor
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#### Lights

	<u>Left</u>		<u>Right</u>	
Headlights:				
High beam	YES	**NO	YES	**NO
Low beam	YES	**NO	YES	**NO
Turn Signals:				
Front	YES	**NO	YES	**NO
Rear	YES	**NO	YES	**NO
Tail Lights	YES	**NO	YES	**NO
Brake Lights	YES	**NO	YES	**NO
Back-up Lights	YES	**NO	YES	**NO

### NOTE:

**Any \* indicates a need to have vehicle checked by a qualified mechanic**

**Any \*\* needs immediate repair or replacement**

**Body**

Any damage: Yes      No      If "yes", describe: \_\_\_\_\_

Exhaust System      Good      \*Fair      \*\*Poor

**Glass**

Window      Good: Front YES      NO      Good: Rear YES      NO      Describe damage: \_\_\_\_\_

Left Side      Good: YES      NO      Good: YES      NO      Describe damage: \_\_\_\_\_

Right Side      Good: YES      NO      Good: YES      NO      Describe damage: \_\_\_\_\_

**Accessories**

Wipers      Operational: YES      \*\*NO

Blades Condition      Good      \*Fair      \*\*Poor

Warning/

Courtesy Lights      Operational: YES      \*\*NO      Meets State Requirements: YES      \*\*NO

Horn      Operational: YES      \*\*NO

Mirrors      YES      \*\*NO

**NOTE:**

***Any \* indicates a need to have vehicle checked by a qualified mechanic***

***Any \*\* needs immediate repair or replacement***

**Additional Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Repairs Needed/Completed Data** (Give to operator to document completed repairs. Operator is to return form to Fire Chief.)

Repairs Needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Repairs Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Repairs Completed By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

The completion of this checklist indicates that we have undertaken a limited survey of your vehicle. The findings of this document are limited to certain conditions that were observed and evaluated at the time of the survey. This survey or the completed checklist is not a substitute for any mechanical inspection made by a qualified vehicle technician. Any observations or recommendations enumerated in this document do not constitute a safety inspection and in no way supplant your duty to maintain your vehicle in a safe operating condition. Completion of any or all of the recommendations contained in this document does not assure that every hazard has been adequately controlled or that no other hazards exist. By completion of this checklist we do NOT warrant that any or all vehicles or equipment are safe or in compliance with any law, rule, regulation or ordinance.

## Instructions for Use

This safety checklist is provided for you to conduct a basic safety survey of your organization's members' personally owned vehicles. This is not intended to be a mechanical inspection and is not a substitute for one. This checklist reviews some of the basic components that should be well maintained to provide a vehicle that is in safe working order. Anyone with basic knowledge of a vehicle's operating components should be able to conduct the survey. This survey should be completed on an annual basis.

### Items to Look For

**Required Documents:** Verify that listed documents are present, current, and appropriate.

**Tires:** Tires should be checked to determine if there are any obvious conditions that would make them unsafe, e.g., cuts, bulges, uneven tread wear, questionable inflation level and inadequate tread depth. Tires should generally be of the same size and style. Any questionable items should be evaluated and repaired by a qualified automotive technician.

**Lights:** All lights should be checked to determine if they operate properly, have the proper lens covering, are clearly visible, and are properly adjusted. Any questionable items should be evaluated and repaired by a qualified automotive technician.

**Brakes:** Brakes should be checked to determine stopping distance. If stopping distance appears to be inadequate brakes must be checked by a qualified mechanic. Stopping distance will be tested again before vehicle will be approved for use.

**Body:** The body of the vehicle should be checked to determine that all required components are on the vehicle e.g. fenders, hood, bumpers, etc. Any damaged component should be checked to determine if it will interfere with the safe operation of the vehicle or present a safety hazard for pedestrians or other vehicles.

The exhaust system should be checked to determine if it is operating properly. Visually check to determine if all parts are present and that they are safely attached to the vehicle. Operationally, the exhaust system may be checked by briefly holding a pliable object (such as a rag) over the end of the exhaust pipe to obstruct the flow of exhaust. If back pressure is felt on the object while it is held in place and no hissing or whistling is heard in other parts of the exhaust system, it is reasonable to assume that the exhaust system is working. However if little or no pressure is felt on the object blocking the exhaust pipe and/or exhaust gases can be heard escaping from other parts of the system, the vehicle should be further examined by a qualified technician. Caution should be used when checking exhaust systems, as exhaust gases and the system components may be very hot and can cause injury.

**Glass:** All glass should be checked to determine if it is in good condition, free of chips, cracks, and breaks. Windows should also be free of obstructions that would inhibit the driver's ability to see out of the vehicle when driving. Door windows should be operational, in particular the driver's door.

**Accessories:** Windshield wipers should be checked to determine if they are functional. The blades themselves should be in good condition, free of loose or missing blade surface.

Approved warning/courtesy lights should be checked to determine if they are properly installed and operational. The vehicle operator should have the proper permits and documentation for the warning/courtesy lights.

**Repairs Needed:** This section should be completed for any item that is suspect or in need of replacement or repair. The section should be torn off and given to the vehicle owner/operator to take to the appropriate qualified party for inspection, replacement, or repair. Upon successful completion this section, along with a work order/repair bill, should be returned to the organization as proof that the hazardous condition has been eliminated. Discretion should be used by the organization as to whether an observed condition would warrant prohibiting the vehicle's use in conjunction with the emergency service organization until the repair and/or replacement is made.