

## OPERATOR CHECKLIST

### GAS/ELECTRIC CARTS AND MICRO-VEHICLES

(TRIP/DAILY OPERATOR CHECKLIST)

**UPPER SECTION: INSPECT EACH ITEM APPLICABLE TO VEHICLE.**

✓ IF OK / LEAVE BLANK IF NOT OK & NOTE BELOW / WRITE N/A IF NOT APPLICABLE TO VEHICLE.

Item Inspected	✓ if ok	Item Inspected	✓ if ok
Right Front Tire		Headlights / Taillights / Brake Lights	
Right Rear Tire		Brake Pedal Action / Parking Brake	
Left Front Tire		Turn Signals	
Left Rear Tire		Cleanliness of vehicle (operator's responsibility)	
Motor Oil Level (monthly) *		Standard Form 269 (Accident ID card in vehicle)	
Battery fluid level (monthly)		Vehicle Registration in vehicle *	
Windshield Wipers and Reservoir		Operator's Manual in vehicle	
Mirrors / Horn		Condition of vehicle body and/or new damage	

**LOWER SECTION: CHECK (✓) ONLY ITEMS NEEDING ATTENTION.**

<b>ENGINE</b>	Overheating		<b>STEERING</b>	Shimmy / Wander		
	Oil Leaking			Hard Steering / Free Play		
	Oil Low			Power Steering Fluid Low		
	Oil Pressure Loss *			<b>ELECTRICAL</b> (circle item)	Headlights / Parking Lights	
	No Power				Emergency / Backup Lights	
	Knocks / Noisy				Battery / Starter * / Alternator *	
	Lopes / Misfires				Horn / Turn Signals / Switches	
<b>TRANS/ CLUTCH</b>	Fluid Leaking		<b>COOLING *</b> Do not open radiator when hot	Overheating *		
	Oil / Transmission Fluid Low			Engine Coolant Level Low *		
	Grabs			Radiator Leaking *		
	Slips			Water Pump/Cooling Hose Leaks*		
	Chatters / Noisy		<b>FUEL &amp; EXHAUST *</b>	Muffler *		
	Hard Shifting			Exhaust Pipe *		
<b>FRONT AXLE</b>	Alignment			Fuel Odor Noticed *		
	Wheel Balance			Carburetor *		
	Tire Wear			Pedal Travel (Excess) *		
<b>REAR AXLE</b>	Noisy (at what speed? _____)			Emissions / Smoke (Excess) *		
	Oil Leaking					

\* does not apply to electric carts

**DRIVER'S COMMENTS / NEW DAMAGE NOTED (use back if necessary):** \_\_\_\_\_

**Driver:** \_\_\_\_\_ **Mgr:** \_\_\_\_\_  
Printed Name                      Ext.                      Date                      Signature or Initials                      Initials

**NOTE:** It is essential that the water in electric vehicle batteries be kept FULL at all times to ensure the life and performance of the vehicle. Failure to maintain adequate water levels in the batteries may result in costly repairs that could otherwise be prevented. Vehicle operators are responsible for checking and maintaining the battery water level, but may request assistance from the Campus Auto Shop.

**INSTRUCTIONS: Non-Facilities Drivers:** If problems, deficiencies, unsafe conditions and/or new damage is noticed while inspecting or driving the vehicle, at your earliest opportunity, fax completed Checklist to the **Campus Auto Shop, Fax No. 3692**, and immediately report such problems to the appropriate person in your department. **FM:** Follow internal procedure, turn in monthly checklist to your manager or as instructed, managers forward to Auto Shop.