

Vehicle Safety Checklist

USC

*EH&S Fact Sheet
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ENVIRONMENTAL HEALTH & SAFETY

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Vehicle maintenance

Each department is responsible for ensuring that routine maintenance is performed on University vehicles. At a minimum, the preventative maintenance (PM) program should comply with the manufacturer's guidelines. A vehicle maintenance log must be kept by the department and should include at a minimum the following information: date of service, vehicle odometer reading at time of service, description of service, company providing the service, the cost of the service and any other relevant information to fully document the maintenance service provided.

Pre-use Vehicle checklist

These items must be checked prior to each use of the vehicle:

- Start vehicle and turn on headlights and hazard lights,
- Test horn to make sure it works,
- Test windshield wipers.

Exit vehicle and:

- Check that all lights are working,
- Perform a visual inspection of tire air pressure and tread,
- Listen for any strange engine noises or vibrations,
- Check vehicle for visible oil or fluid leaks,
- Ensure windshield wiper blades are undamaged, and
- Ensure vehicle is equipped with a spare tire and jack.

Make the following final adjustments prior to operation:

- Adjust seat so your wrist is even with the top of the steering wheel,
- Adjust mirrors so they can be used from a seated position,
- Buckle your safety belt and ensure all passengers do the same.

Drive carefully and familiarize yourself with new vehicles.

In the event of an accident in a University vehicle

Remain calm and stop in a safe place. If there are injuries, have someone call the police. Do not make statements about the accident to anyone except the police officer (DO NOT MAKE ANY SETTLEMENTS). Complete the accident form located in the vehicle's glove box making sure to identify witnesses and people in the other vehicle (s). Report the accident to your supervisor and to the Department of Public Safety @ 740-6000. Send the completed forms to Risk Management, HSH 300, MC 1058. (For questions call Risk Management at (213) 740-6204).

Accident forms are located at:

<http://capsnet.usc.edu/Risk/VehicleDamageClaims/index.cfm>

EH&S Fact Sheets are intended for facilitating safety discussions in your department. Post the monthly topic on your departmental bulletin board.