



**OFFICE OF STUDENT LIFE
VEHICLE INSPECTION**

To be completed prior to and upon return from student club/organization van travel.

Vehicle number: _____ Club/Organization Name: _____

Pre-trip	OK	Needs Attention
Full tank of gas	<input type="checkbox"/>	
Roadside kit	<input type="checkbox"/>	
Headlights (intact and working)	<input type="checkbox"/>	
Tail lights, brake lights, turn signals (intact and working)	<input type="checkbox"/>	
Vehicle condition (inside)	<input type="checkbox"/>	
Vehicle condition (outside)	<input type="checkbox"/>	
Odometer reading (record number)		

Post-trip	OK	Needs Attention
Full tank of gas	<input type="checkbox"/>	
Roadside kit	<input type="checkbox"/>	
Headlights (intact and working)	<input type="checkbox"/>	
Tail lights, brake lights, turn signals (intact and working)	<input type="checkbox"/>	
Vehicle condition (inside)	<input type="checkbox"/>	
Vehicle condition (outside)	<input type="checkbox"/>	
All doors locked	<input type="checkbox"/>	
Odometer reading (record number)		

Additional Comments: _____

Pre-trip Inspection

Student Life Representative Signature

Student Club/Organization Advisor Signature

Date: MM/DD/YY

Post-trip Inspection

Student Life Representative Signature

Student Club/Organization Advisor Signature

Date: MM/DD/YY

Advisor signs above with the understanding that, if necessary, Student Life may charge the student club/organization for any areas that are deemed to “Need Attention” after the student club/organization travel has been completed.