

## Motor Vehicle and Driver Checklist

*The authorized driver transporting adults and/or children to and from activities is charged with the safety of their passengers. This checklist is designed to help the driver manage the risks associated with that transportation. The basic safety checklist is required for all group trips.*

Driver's Name \_\_\_\_\_ Leader's Name \_\_\_\_\_

Moblie Phone (\_\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_

Destination Address: \_\_\_\_\_/\_\_\_\_\_

Driver has reviewed the Ben Hill UMC Transportation Ministry Guidelines Y\_\_\_\_\_ N\_\_\_\_\_

Basic Safety Check (required)	OK	NOT OK	Basic Safety Check (continued)	OK	NOT OK
1. Safety belts for every passenger?			14. Brake & tail lights		
2. Safety belts operational?			15. Turn signals		
3. Check tire tread and air pressure?			16. Exhaust system?		
4. Tires less than six years old?			17. Insurance/Registration?		
5. Spare tire and jack present?			<b>ADDITIONAL SAFETY CHECK</b>		
6. Check brakes & emergency brakes?			18. Triangle reflector?		
7. Windshield wipers operate?			19. First aid kit and fire extinguisher?		
8. Wiper blades in good condition?			20. Flashlight, emergency contact list?		
9. Fluid levels (washer fluid, oil)			21. Emergency procedures		
10. Defroster operates?			22. BHUMC Incident Report Forms		
11. Horn operates?			23. Passenger Waiver Forms		
12. Mirrors: Rear View					
Side View					
13. Headlights: Low bean					
High beam					

It is essential that adequate, safe and responsible transportation be used for all BHUMC group activities. Any "Not OK" item checked in the Basic Safety Check section should be cause not to use the vehicle for transporting passengers.

The online version of the Motor Vehicle /Driver checklist is updated annually.  
Go to <http://www.benhillumc.org>