

VEHICLE CHECKLISTS

Pre-Trip Checklist

- Each driver/chaperone in vehicle has contact information for parents of passengers and know procedures for initiating contact with parents if necessary
- Valid license plate(s) and inspection stickers/decals are displayed
- Fluid levels are at expected levels (e.g., oil, coolant, transmission fluid, power steering fluid, windshield washer fluid are within proper guidelines)
- Fuel tank is full
- Tires are properly inflated and do not show signs of excessive wear or damage
- Headlights, taillights, turn signals, side marker lights function properly
- Dashboard instrumentation and warning lights function
- Mirrors are properly adjusted
- Functioning seat belts are available for all passengers and are used by all passengers
- Make sure children under age 12 are not seated in a front seat where an airbag may deploy
- There are no obvious hazards or signs of danger
- All doors and windows open and close properly

Vehicle Emergency Kit

- A vehicle emergency kit is on board each vehicle, which includes:
 - Roadside warning sign (e.g., reflector triangle, flares, distress flags, etc.)
 - A functioning flashlight
 - Emergency numbers (e.g., AAA or other road service agency)
 - A properly inflated spare tire, a vehicle jack, and any other items necessary to change a tire
 - Battery booster cables (where applicable)
 - Extra fuses
 - Red or white cloth or handkerchief (distress flag)
 - Vehicle operators' manual
- A first aid kit is on board which includes:
bandages, gauze, cold packs, medical tape, protective gloves, antibacterial cream, bee sting kit

Cold Weather

- Make sure all drivers are knowledgeable and properly trained in handling vehicle in cold weather/adverse conditions
- Obtain a weather report before departing and modify or postpone plans if severe adverse weather conditions are forecast
- Driver should use sunglasses to reduce glare
- Travel on major highways, preferably during daylight hours

If weather conditions deteriorate:

- Pull completely off of road to the safest location possible in area
- Activate hazard flashers, set up flares/warning triangle, place distress flag on antenna or door handle
- Remain in vehicle (unless near a building within sight that may be reached safely on foot)
- Call 911 via cell phone
- Maintain heat by running engine for limited periods (to prevent carbon monoxide buildup)
- Open windows slightly to introduce fresh air into vehicle
- Ensure that vehicle exhaust is unobstructed
- One person should stay awake for safety reasons
- In cold weather the on board supply kit should also include: blankets, shovel, windshield scraper and brush, extra windshield washer fluid, waterproof matches, sand or cat litter (for traction in ice/snow), battery-powered radio, batteries, list of area emergency radio stations

Mechanical Problems

- Ensure that all drivers are familiar with procedures in case of mechanical problems (e.g., all drivers have AAA or other road service phone number/card, driver has means to pay for repairs, if necessary)
- Access vehicle emergency kit (see above)

If vehicle becomes disabled:

- Pull completely off of road to the safest location possible in area
- Activate hazard flashers, place distress flag on antenna or door handle
- Place 3 warning signs/reflector triangles behind vehicle (one at 10 feet behind, one at 100 feet behind, one at 200 feet behind—as possible)
- Notify police or AAA/Road Service agency
- Raise hood to indicate a mechanical problem
- Keep all occupants in vehicle to maintain safety

Post Trip Inspection

- Park in a well-lit area
- Check that all passengers have exited vehicle
- Inspect vehicle for vandalism/damage and left personal items
- Close all windows and lock all doors, trunk, etc.
- Return keys and any necessary paperwork to parish/school office: Permission Slips, Incident Reports, Attendance Lists

Checklist In Case of an Automobile Accident

Follow PREPARING AN ACCIDENT REPORT (See Form F) as soon as possible following an automobile accident