

Cannon's Camp Ground United Methodist Church
Vehicle Check List

Under hood and exterior

- _____ Check oil and transmission fluid
- _____ Check belts for looseness or obvious damage
- _____ Look for any leaks under bus (oil, water or other)
- _____ Inspect for damage to body, tires or lights
- _____ Check lights (headlights, turn signals and brake lights) to confirm in working order
- _____ Confirm no other obvious damage under hood or to exterior

Interior

- _____ Anything broken or damaged (windows, mirrors, seats, etc.)
- _____ Check all interior lights and switches
- _____ Check fuel gauge
- _____ Fill out Log Book

After trip inspection

- _____ Turn off radio and A/C
- _____ Set parking brake
- _____ Remove all personal items and empty trash cans
- _____ Lock all doors
- _____ Sign and turn in this completed checklist with keys to church office
- _____ Complete Log Book
- _____ Report any problems to church office