# New Driver Vehicle Orientation Checklist

## DRIVER INFORMATION

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VEHICLE:</td>
<td></td>
</tr>
</tbody>
</table>

## POLICY MANUAL

- [ ] Driver responsibilities
- [ ] Point of contact responsibilities

### POLICIES

- Review key policies.
- Anti-Harassment
- Personal Conduct Standards
- Cell Phone use
- Railroad Crossings
- Smoking
- Aggressive Driving
- Seatbelts
- Fare Collection
- Customer Feedback
- Daily Pre-trip inspections
- Weekly/Monthly inspections
- Emergency procedures
- Accident procedures
- PM maintenance schedules
- Approved Vendor List/Fuel Stations
- Loaner Vehicle
- Fuel Card
- Receipts

## VEHICLE OVERVIEW

- [ ] BASIC OPERATING MANUAL PRINT OUT
  - Conduct Pre-Trip Inspection
  - Vehicle Securement
  - Distribution of Passenger Load
  - Height/Weight vehicle
  - Lights
  - Dashboard Elements
  - Climate Controls
  - Windows/mirrors
  - Tire Pressure
  - Under the Hood
  - Oil/Wiper Fluid
  - Jack/Spare Tire
  - Owner’s manual printout
  - Fueling/Fuel type

View Coaching the Van Driver Video

- [ ] DATE

- [ ] QUESTIONS

## APPLICABLE FORMS

- [ ] PRETRIP
- [ ] COURTSEY CARDS
- [ ] ACCIDENT REPORTING
- [ ] INSURANCE CARD
- [ ] CONTACT NUMBERS
- [ ] CLIP BOARD
- [ ] KEYS
- [ ] TIRE PRESSURE GAGE
- [ ] ROADSIDE ASSISTANCE