



State Employees Commuter Association, PO Box 14373 Albuquerque, NM 87191 (505) 501-1308 voice

Van Inspection Sheet

Van # _____ Driver _____
 VIN (Last 5 digits) _____ Coordinator _____
 License Plate # _____ Mileage _____

Required Items Checklist

- | | |
|--------------------------------------|------------------------------------|
| Secured in Rear of Van | Other |
| _____ Chains (Esp, LV, LA) | _____ Policies/Procedures |
| _____ Mounted Fire Extinguisher | _____ SECA By-laws |
| _____ First Aid Kit | _____ Current Proof of Insurance |
| _____ Jumper Cables | _____ Current Vehicle Registration |
| _____ Tire Jack/Lug Wrench | _____ Route Sticker |
| _____ Warning Triangle and/or flares | _____ PRC Sticker |
| | _____ Seat Belt Sticker |
| Equipment | _____ SECA Stickers With Phone # |
| _____ Horn | _____ Van Owner's Manual |
| _____ Headlights | _____ Window scraper |
| _____ Brake Lights | |
| _____ Seat Belts (15) | |
| _____ Running Board | |
| _____ Signal Lights | |

Indicate condition of the following items:

Tires _____

 Body _____

 Windows _____

 Interior _____

 Comments _____

Van Coordinator Agreement Signed: _____

Inspected by: _____

Date: _____