

Monthly Vehicle Inspection Checklist			
Vehicle Number:		Branch #:	
Vehicle Driver:			

This review is to ensure that all NSM vehicles are kept in a safe, clean and orderly manner. Any items marked "NO" must be brought to the attention of the location manager and corrected before the vehicle may be operated. The inspection must be performed monthly by someone other than the assigned driver of the vehicle and a copy of the report must be scanned into the monthly reports.

Vehicle Exterior	Yes	NO	n/a
Clean and presentable			
Right/left, rear exterior mirrors intact			
Driver/Passenger Compartment	Yes	NO	n/a
Driver/passenger compartment is clean, orderly and disinfected			
SDSs for all chemicals are present (disinfectant, hand cleaner, etc.)			
Vehicle Registration is present			
Insurance Information is present			
No equipment is stored in driver compartment			
No Smoking sign is present			
Cargo Compartment	Yes	NO	n/a
Cargo compartment is clean, orderly and disinfected			
All equipment is secured - without exception, including ramps in transit			
Pins to secure ramps are present when possible. If not possible, straps are present and/or the instructions for safe use of ramps are followed.			
Cargo compartment light functions			
Proper tie downs are present & in use – NO bungee cords present			
All client ready, deliverable equipment is kept clean in a bag or box			
All dirty equipment is segregated and red-tagged			
Bin for holding small dirty equipment is present and offloaded daily			
Hand truck with securing straps is present (if appropriate for delivery types)			
Fire extinguisher is present			
Fire extinguisher tag has documentation of monthly check			
Infection Control Box contains:	Yes	NO	n/a
mask			
eye shield			
disposable gown or apron			
disposable gloves (powder free)			
hand sanitizer (alcohol free) – not expired			
spray disinfectant			
eye wash – not expired			
Comments:			

Inspector Name:	Inspector Signature:
Date Inspected:	