



# CVA POOL/FLEET OPERATOR CHECKLIST

Name: (please print) \_\_\_\_\_

Division/Work Unit: \_\_\_\_\_

Yes, I have a valid driver's license

Headquarters: \_\_\_\_\_

Destination/Purpose of Trip: \_\_\_\_\_

CVA Unit #: \_\_\_\_\_

End Mileage: \_\_\_\_\_

CVA License #: \_\_\_\_\_

Start Mileage: \_\_\_\_\_

Date/Time Out: Date: \_\_\_\_\_ Time: \_\_\_\_\_

TOTAL MILEAGE: \_\_\_\_\_

Date/Time Back: Date: \_\_\_\_\_ Time: \_\_\_\_\_

PRIOR TO LEAVING AND WHEN RETURNING, DO A WALK AROUND INSPECTION OF THE VEHICLE:	Upon Pick Up (✓ if yes)	Upon Return (✓ if yes)	Describe any issues:
1. Do the tires appear appropriately inflated?			
2. Is the vehicle exterior free of damage/windshield cracks?			
3. Do the gauges all appear to be working?			
4. Are signal, brake lights, headlights and wipers working?			
5. Are the headlights clean?			
6. Is there at least 3/4 tank of gas?			
7. Is the interior/exterior clean?			
8. Is the necessary basic equipment in the vehicle? (e.g. Brush/scrapper, extension cord, operator's manual)			
9. Is Ministry-specific safety equipment available?			
10. Is the CVA unit plugged in? (winter only)			
11. Did you purchase gas, windshield fluid, car wash, etc.? (Submit receipts)			

NOTE: The operator is responsible for ensuring the vehicle is locked and secured at all times. Remember to remove all personal belongings and garbage from the vehicle before returning the keys.

Operator's Signature: \_\_\_\_\_

July 2016



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July 2016

## DRIVING PREPARATION:

**HIGHWAY HOTLINE**  
**1-888-335-7623**

- ✓ Plan your trip and route in advance.
- ✓ Contact Highway Hotline for weather conditions before you begin your travels.
- ✓ Have a communication plan in place prior to leaving. Make sure your supervisor or designate knows:
  - Where you are going and your route
  - Expected time of arrival and expected time of return
  - Your contact number(s)
- ✓ If you take a cell phone, make sure it is fully charged.
- ✓ Keep your gas tank at least  $\frac{3}{4}$  full.
- ✓ Drive in daylight hours if possible.
- ✓ Do not drive when fatigued (make sure you get appropriate rest).
- ✓ Remove snow and ice from your vehicle. Ensure headlights, tail lights, mirrors and all windows are clear.
- ✓ During cold weather, it is recommended to travel with a winter survival kit and warm clothes. Follow your Ministry's processes.

### My Emergency Contact Numbers:

NAME	PHONE NUMBER

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