



**WEEKLY VEHICLE SAFETY INSPECTION**  
Application Memo

**PURPOSE**

To ensure that the agency's fleet of vehicles is safe and well maintained on a consistent and regular basis

To prevent accidents and/or mitigate damage when it happens

To protect the safety and health of all staff and individuals served

**SCOPE**

All vehicles owned or leased by Hope Enterprises

**GENERAL INSTRUCTIONS**

This form must be completed once each week by

- ? Van Drivers - Day Programs      Vocational Rehabilitation & Adult Training  
Preschool  
Renovo Work Center
- ? Residential Services Staff      For any vehicle assigned to a site
- ? Community Employment Services Lycoming & Northumberland Counties

Submit the completed "Weekly Vehicle Safety Inspection" each week to the respective program supervisor, i.e., Production Manager, ATF Program Supervisor, Preschool Supervisor, Renovo Program Supervisor, CES Director, Residence Manager, who will maintain the inspection file.

Service station attendants may perform fluid level checks if these are not within the expertise of the staff member performing the weekly inspection.

Any existing body damage, e.g., dents, scratches, rust, is to be noted each week.

**\*\*\* SEAT BELTS ARE MANDATORY WHEN DRIVING AGENCY VEHICLES \*\*\***