

Annual Vehicle Inspection Checklist

Wednesday, January 4, 2017 10:50 AM

ANNUAL VEHICLE INSPECTION CHECKLIST FOR INDEPENDENT CONTRACTORS

PROVIDER NAME (Print): _____

- I TRANSPORT CUSTOMER SERVICE DELIVERY
- I DO NOT TRANSPORT ANY CUSTOMERS DURING SERVICE DELIVERY
- MY CUSTOMER(S) AND I USE PUBLIC TRANSPORTATION DURING SERVICE DELIVERY
- I WILL TRANSPORT CUSTOMER IN CUSTOMER'S VEHICLE

Signature of Independent Contractor: _____

Date: _____

***If using customer vehicle, then customer vehicle needs an annual vehicle inspection checklist in their clinical document.**

**If transportation is part of your service delivery,
please have the following boxes checked by a qualified mechanic**

Year _____ Make _____ Model _____

- BRAKES**
Brakes must be adequate for safety. Check the amount of pedal movement prior to moving the vehicle. The pedal must not come within an inch of the floor when it stops. No vehicle will be used for transporting that does not have properly adjusted brakes. If during the test, there is an indication of braking hazard, do not transport Rocky Mountain Human Services customers until brakes have been repaired by a qualified mechanic.
- MIRRORS**
Check for missing rear-view mirror or additional mirror(s) that may be missing.
- WINDSHIELD**
Must be clean and not shattered. Cracks are acceptable provided they do not substantially interfere with the vision of the driver. During inclement weather, the windshield wipers must work properly.
- WINDOWS**
All other windows (rear and sides) must be clean and provide adequate vision for the driver.
- DOORS**
Both driver and passenger doors must open from inside and out.
- BRAKE LIGHTS**
Both brake lights must be operable and visible. In the case of a vehicle with a third brake light, it also must be operable.

TURN SIGNALS

Left and right turn signals on the front and on the rear of the vehicle should be operable and visible.

HEATER - DEFROSTER

Depending upon weather conditions, the heater and defroster must be operable.

TIRES

Must have adequate tread, no damage to the tread or sidewalls which will be unsafe for use on the public roads. Tires need to be at the proper Pounds per Square Inch (PSI).

SEATS

Driver and passenger seats must be safe and secured firmly to the floor. Backrests must be upright and not broken.

RESTRAINT SYSTEMS

Seatbelts in the front seats are required by State law for those vehicles that were so manufactured and equipped. If the vehicle does not have seatbelts that are in working order, you may not transport a Rocky Mountain Human Services customer.

LICENSE PLATES

Colorado law requires that both plates, or one temporary permit, be on the vehicle securely (the permanent plates must be fastened in the vehicle and not in a window.)

OIL CHANGE

Date of last oil change and maintenance check. Includes checking of the following automotive fluids: **DATE:**_____

- Transmission fluid
- Differential fluid
- Power steering fluid
- Radiator fluid
- Windshield wiper fluid

Signature of qualified automobile mechanic:_____

Date:_____ Name of Business _____

Address_____ Phone:_____

Provider completes the section below

FIRST AID KIT

CURRENT REGISTRATION AND VALID DRIVER'S LICENSE

THE PROVIDER HAS IMMEDIATE ACCESS TO EMERGENCY INFORMATION FOR ALL CUSTOMERS BEING TRANSPORTED IN VEHICLE

Signature of Independent Contractor:_____

Date:_____

Signature of Independent Contractor: _____

Date: _____