

**VISUAL SAFETY CHECKLIST**

License No.: A-\_\_\_\_\_ Location of Office (City): \_\_\_\_\_

Odometer Reading: \_\_\_\_\_ Area: \_\_\_\_\_

**CODE: "X" = OK, "R" = Repairs Needed**

**INTERIOR/EXTERIOR**

- \_\_\_\_ Brake pedal travel
- \_\_\_\_ Parking brake
- \_\_\_\_ Clutch pedal (free play)
- \_\_\_\_ Mirrors
- \_\_\_\_ Horn operational
- \_\_\_\_ Instrument panel
- \_\_\_\_ Seat belts
- \_\_\_\_ Heater/Defroster
- \_\_\_\_ Air conditioner
- \_\_\_\_ Windows
- \_\_\_\_ Windshield wipers/washers

**BODY**

- \_\_\_\_ Head and parking lights
- \_\_\_\_ Tail and backup lights
- \_\_\_\_ Turn signals
- \_\_\_\_ Tag lights
- \_\_\_\_ Brake lights
- \_\_\_\_ Hazard lights

**REMARKS OR COMMENTS:**

\_\_\_\_\_  
**Reviewer's Name in Print**

\_\_\_\_\_  
**Reviewer's Signature**

\_\_\_\_\_  
**Date**

**TIRES**

- \_\_\_\_ Tire pressure
- \_\_\_\_ Tire tread wear
- \_\_\_\_ Spare tire
- \_\_\_\_ Tire iron and jack

**MISCELLANEOUS**

- \_\_\_\_ License plates
- \_\_\_\_ Brackets and bolts
- \_\_\_\_ Appearance (paint)
- \_\_\_\_ Decal – No Smoking
- \_\_\_\_ Decal – Penalty for Unofficial Use (AD-185)
- \_\_\_\_ Proof of Registration and Insurance Documentation Required for Government Owned Vehicles (per Kansas Bulletin KS120-12-7)
- \_\_\_\_ Visa Roadside Assistance (per Kansas Bulletin KS120-12-9)

**EMERGENCY KIT**

- \_\_\_\_ Accident packet
- \_\_\_\_ Fire extinguisher
- \_\_\_\_ First aid kit
- \_\_\_\_ Triangles (reflective device)
- \_\_\_\_ Flashlight
- \_\_\_\_ Pliers
- \_\_\_\_ Screwdriver
- \_\_\_\_ Poison Control Center phone #

**STEERING**

- \_\_\_\_ Sway or drift
- \_\_\_\_ Excessive play
- \_\_\_\_ Binding