

**TRIP / DAILY OPERATOR CHECKLIST**  
CALIFORNIA STATE UNIVERSITY, LONG BEACH

Date \_\_\_\_\_ License Number \_\_\_\_\_ Vehicle  
Number \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Odometer Reading \_\_\_\_\_ Department \_\_\_\_\_

**Check Items Needing Attention**

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Engine:

- Overheating
- Oil Leaking
- Knocks

- No power
- Oil pressure loss
- Noisy

Clutch:

- Slips
- Poor release

- Grabs
- Chatters

Transmission:

- Noisy
- Oil leakage

- Hard shifting
- Slips during shifts (automatic)

Steering and Front Axle:

- Shimmy-wander
- Free play
- Wheel balance

- Hard steering
- Alignment
- Uneven tire wear

Rear Axle:

- Noisy (at what speed)

- Oil leakage

Electrical:

- Headlights
- Battery
- Starter
- Tail lights

- Brake lights
- Horn
- Emergency flashers

Cooling:

- Overheating
- Water pump leaks

- Radiator leaks
- Hoses leak

Fuel and Exhaust:

- Muffler and exhaust pipe
- Fuel pump and carburetor

Brakes:

- Pedal travel
- Pull

Driver's notes:

Work performed: