PRE-DRIVING VEHICLE INSPECTION CHECKLIST

The Pre-Driving Check is an AT&T requirement for all AT&T drivers of company-owned and leased vehicles. This check should be completed for any vehicle you are about to drive. It is one of the most important tasks you can perform as a driver. By ensuring that the vehicle is in good working condition, you protect your own safety and the safety of others. Perform the check as follows:

Check the Outside of the Vehicle

- Ensure that tools, equipment, and supplies are properly stored.
- Ensure all bins are closed and ladders are secured.
- Be sure that the following are clean: Lights, windows and mirrors.
- Visually check the condition of the following: windows (not damaged); wipers (good condition); vehicle exterior (no new damage).
- Check the condition of the tires (tires properly inflated with serviceable tread). If the tires appear under inflated, check or have the pressure checked with a gauge. 
  
  **10 second brake test**

  - With the engine running, press the brakes lightly. Do not pump the brakes.
  - Hold the brake application for ten seconds. During this test, the brake pedal should not creep down. If the pedal does creep down, the master cylinder or other related hydraulic components may be defective and the vehicle must not be driven.
  - If the pedal does not creep down, then the test is completed and the vehicle has passed the test.

Check the Inside the Vehicle

- Inspect the cab for proper housekeeping. No loose items in the passenger area.
- Test directional signals, lights, horn, emergency flashers, wipers, and seat belts to ensure they work properly.
- Adjust the mirrors, seat position, and the seat belts before you start the vehicle.
- Perform the 10 second brake test to ensure that brakes work properly.

Reporting

- If based in the U.S, report any deficiencies to Fleet Operations via 800-696-8926 (or equivalent) or via a web order placed on Fleet Central Website. Otherwise, follow local procedures for reporting and correcting any problems identified.
- Do not operate a vehicle if there are any malfunctions that will hinder the operation of the vehicle and/or your safety!

Finally, Perform the Circle of Safety

- After you are through with the pre-inspection and other activities, make sure that the Circle Check is the very last thing you do before you drive off.
- Once the Circle of Safety check is completed, move the vehicle immediately.