

**University of Arkansas
University Recreation**

Trailer Check List

This check list is to be completed every time the trailer is to be used for any purpose that requires driving off of the University of Arkansas Campus. Please check or mark each duty, sign your name, and date in the space provided.

Check List:

- Chock block for back wheels when trailer is stationary (may use natural chock block when in the field)
- Make sure boats/other equipment in trailer are secure and ropes/straps are tight
- Tire pressure (check tires for proper inflation and record tire pressure here: DS: _____ PS: _____)
- Wheel lug nuts are tight (Tighten in star pattern)
- Check tongue for integrity (cracks/fractures on tongue)
- Spare tire (check installation and check tire pressure; record here: _____)
- Correct Ball and Hitch combination (2-inch ball w/ tongue latch properly attached)
- Lock and key for hitch pin (use to secure trailer to ball)
- Connect Safety chains (cross them underneath trailer tongue without twisting; n/a for cables)
- Trailer jack is up and secured
- Connect lights w/ proper adapter
- Check Brake Lights, Turn Signals (left and right), Running Lights

Name (printed): _____ Phone: _____

Signature: _____ Date: _____

Program or Club Name: _____

Dates of Trip or Activity: _____

Location of Trip or Activity: _____

Trailer Rental Agreement – For Rental Use Only

- I have read and signed the UREC Equipment Rental Agreement.
- I am fully aware that I am completely responsible for the trailer.
- I have inspected the trailer and know how to operate my vehicle pulling the trailer.
- I fully understand the proper way to load the trailer and secure all loaded items.
- I will abide to all highway safety regulations when trailer is in tow.
- I will be the only driver pulling the trailer for the duration of the vehicle.
- I understand that I must return the trailer to UREC staff and trailer will be inspected for damage upon return.

Printed Name

Signature

Date

- Give Patron blue zipper bag w/ trailer registration, key to hitch pin, and copy of this checklist if renting
- Note all Damages/Blemishes
- Arrangements to return trailer (park under sun deck awning and note UO hours if renting)
- Patron has signed trailer release form