

Beginning Trip Mileage _____

Ending Trip Mileage _____

**University of Arkansas
University Recreation**

This check list is to be completed every time a UREC vehicle is to be used for any purpose that requires driving more than 30 miles from the University of Arkansas Campus. Please check or mark each duty once normal/safe operation is determined, sign your name, and date in the space provided. Please leave this form in the trip folder upon return of the trip/activity.

Check List:

- Head Lights
- Blinkers
- Horn
- Gauges
- Hazards
- Brake Lights
- Trailer Lights (if needed)
- Tire Pressure (note here: driver front ____ rear ____ - pass. front ____ rear ____)
- Spare tire (check pressure____)
- Spare tire Jack/Lug Wrench
- First Aid Kit
- Maps/Atlas if Needed
- Gas Card (Voyageur)
- Insurance & Registration Cards
- Record Mileage
- Windshield Wipers
- Wiper Fluid Level
- Coolant Level
- Oil Level
- Transmission Fluid Level
- Power Steering/Brake Fluid Level
- Side and Rear View Mirrors
- Garmin InReach (UREC Outdoors)
- Spare Keys/Trailer Keys (if applicable)
- Note all Interior Damage/Blemishes
- Note all Exterior Damage/Blemishes

Name (printed): _____

Phone: _____

Signature: _____

Date: _____

Program or Club Name: _____

Dates of Trip or Activity: _____

Location of Trip or Activity: _____

Which vehicle are you taking (circle one)?

Van or Expedition