

BEFORE YOU DRIVE

Start at the drivers side and walk clockwise around the vehicle:

Exterior:

- Check glass including mirrors
- Check for any body damage
- Check tires
- Check for any leaks
- Check lights (headlights, high beams, signals, brakes)

Interior:

- Check for any warning lights
- Check windshield wipers
- Check for any interior damage
- Emergency brake
- Recheck signal lights
- Gas Card
- Accident Reporting Form
- Seat Belt

Report any deficiencies to your supervisor before driving your vehicle.

Adjust seat and mirrors.

DRIVE SAFELY

YALE

Yale Fleet Management

203.432.2285

Yale Police

203.432.4400

In case of an accident:

Call Yale Police and notify your supervisor immediately

To replace a gas card:

<http://yalefleet.yale.edu/request-replacement-gas-card>

To request a new gas card pin #:

<http://yalefleet.yale.edu/request-gas-pin-code>

DRIVE SAFELY