

# Clovis Unified School District

## Daily Inspection Report

### Powered Industrial Truck (PIT)

Prior to operating a PIT vehicle, the driver SHALL have in their possession a current driver license *and* PIT Operators Permit. The driver SHALL conduct a pre-use inspection and submit a written report which shall be kept on file for no less than three years. The report shall list any defect or deficiency discovered that could affect safe operation of the vehicle. If no defect or deficiency is discovered the report shall so indicate. Each operator shall submit a signed and dated **Daily Inspection Report** for each PIT vehicle they drive. (Cal/OSHA reg 8 CCR 3650 and CUSD Board Policy 8501)

Vehicle #	Week of:	Site Location:						Site Supervisor:								
ITEM	YES = Good Condition NO = Needs Repair	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
1. Seatbelt <i>(if present)</i>																
2. Ignition switch and key <i>(Ensure key is working properly &amp; CANNOT be removed while in ON position )</i>																
3. Brake Fluid/Hydraulic Oil <i>(no leaks)</i>																
4. Check Brakes Service/Parking																
5. Check Steering & Drive Control <i>(forward &amp; reverse)</i>																
6. Check Battery <i>(Secure, no corrosion, fluid Levels o.k?)</i>																
7. Tires & Rims <i>(Tires properly inflated &amp; no cracks or rust on the rim)</i>																
8. Lights, Horn, & any other additional safety equipment																
9. Capacity Plate <i>(present and legible)</i>																
10. Warning Devices <i>(is backup alarm working?)</i>																
<b>IS THIS VEHICLE SAFE TO OPERATE?</b>																
<b>INSTRUCTIONS:</b> Prior to operating a PIT vehicle, each operator shall conduct a pre-use inspection. At a minimum, the inspection shall include all items listed above.  <b>IF EVERYTHING IS OK:</b> Place a ✓ in the YES columns & sign your name in space provided.  <b>IF DEFECTS ARE FOUND:</b> Place a ✓ <i>and your initials</i> in the NO column(s) specify TIME DEFECT IS DISCOVERED, and then sign your name in space provided. <i>If the deficiencies are severe enough to affect safe operation, THE PIT VEHICLE SHALL NOT BE USED until repairs have been completed. The vehicle shall be placed OUT OF SERVICE and an OUT OF SERVICE tag placed on the vehicle until repairs have been completed.</i>  <b>NOTE:</b> Completed Daily Inspection Report forms shall be submitted to the site supervisor at the end of each week. The site supervisor will review and file all completed Daily Inspection Report forms and at the end of each month, forward them to the PIT Coordinator.	Employee Signature(s):	Employee Signature(s):		Employee Signature(s):		Employee Signature(s):		Employee Signature(s):		Employee Signature(s):		Employee Signature(s):		Employee Signature(s):		
<b>Remarks/repairs :</b>																