

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

5500 University Parkway, San Bernardino, CA 92407

Facilities Services: (909) 537-5166

PRE-DELIVERY INSPECTION CHECK LIST

VIN No.: _____

Color: _____

Vehicle No: _____

Date: _____

Make: _____

Vehicle Type: Car Truck Van _____

Year: _____

Odometer Reading: _____

Model: _____

California License: E _____

Department: _____

CSUSB Vehicle/Equipment No.: _____

PRE-DELIVERY INSPECTION CHECK LIST

___ New Vehicle

___ Used Vehicle

UNDER HOOD -- Engine Off

- Engine Oil Level
- Powersteering Fluid
- Brake Master Cylinder Fluid Level
- Windshield Wash or Reservoir Fluid Level
- Radiator Cooling Level
- Battery Fluid Level
- Carburetor Requirements for Local Altitudes
- Drive Belt Tensions/Condition
- Battery Voltage and Load-Voltage Drop
- Distributor Cap and Rotor Condition - Ignition System
- Rotor Air Gap - Ignition System
- Spark Plug and Extension Wire Condition - Ignition System

UNDER HOOD -- Engine Operating

- Automatic Transmission Fluid Level

UNDER HOOD -- Engine Operating and Hot

- Alternator and Voltage Regulator Operation

OTHER OPERATIONS

- Fuel Delivery System
- Hydraulic Lines, Fittings, Connections & Requirements for Loads
- Audible Mechanical Valve Tappet Noise

ON OUTSIDE

- Latches, Keys, and Locks - Operation
- Hood, Deck and Door Panels for Fit and Alignment
- Bumpers and Moldings - Alignment
- Weather Strip
- Wheel Nut Torques
- Scratches and Dents

MISCELLANEOUS

- Obtain Vehicle/Equipment Operation Maintenance Manual
- Check and Operate Auxiliary Equipment

ON INSIDE

- Operation of Lights, Turn Signals, Stop Signals, Emergency Lights
- Courtesy Lights, Oil Pressure and Alternator Warning Lights
- Front Seat Control - Operation (Manual or Power)
- Station Wagon Rear Seat and Floor - Operation
- Inside Locks and Door Handles - Operation
- Windows and Vents - Operation and Fit
- Glass Condition
- Check Seat Belt Adjustments and Buckle Functions
- Seat Cover, Upholstery, Carpet, Liner

ON HOIST - Or Underside

- Axle Fluid Level
- Hydraulic Lines, Fittings, Connections and Components on underside
- Tire Pressures
- Steering Linkages and Connections

FRONT END ALIGNMENT

- Front Wheel Toe-In

ROAD TEST

- Neutral Switch - Operation (Auto Transmission)
- Parking Brake - Operation
- Horn, Windshield Wipers and Washers - Operation
- Heater and Air Vents - Operation
- Air Conditioning - Operation
- Brake - Operation
- Transmission Shift Lever - Operation
- Automatic Transmission Shift, Timing and Quality
- Accelerator Pedal - Operation
- Engine Performance
- Drive Belts
- Steering Control
- Squeaks, Rattles and Wind Noises
- Speedometer, Odometer, Fuel and Temperature Gauges - Operation
- Other Optional Equipment - Operation
- Rear Mirror Adjustment and Operation

AFTER ROAD TEST

- Wash Car and Check for Leaks
- Inspect For Interior and Exterior Stains and Paint Damage
- Check Soft Trim for Soilage and Excess Wear
- Check Parking Brake and Operation
- Has Anything Fallen Off or Come Loose?

THE VEHICLE SHOULD NOT BE ACCEPTED UNTIL THE CAMPUS VEHICLE INSPECTOR HAS PERFORMED THE PRE-DELIVERY INSPECTION ON THE VEHICLE IN ACCORDANCE WITH THE ABOVE RECOMMENDED VEHICLE PRE-ACCEPTANCE CHECKLIST.

INSPECTION COMPLETED:

Vehicle Inspector/Date