

POOL CVA OPERATOR CHECKLIST

Name (please print): <input type="checkbox"/> Yes, I have a valid driver's license	Division/Work Unit:
Destination/Purpose of Trip:	
CVA Unit #	Start Mileage:
CVA License Plate #:	End Mileage:
Date/Time Out:	TOTAL MILEAGE:
Date/Time Back:	

PRIOR TO LEAVING AND WHEN RETURNING, DO A WALK AROUND INSPECTION OF THE VEHICLE:	Upon Pickup ✓ if yes	Upon Return ✓ if yes	Describe any issues:
Are the tires properly inflated?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the vehicle exterior free of damage/windshield cracks?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the gauges all working?	<input type="checkbox"/>	<input type="checkbox"/>	
Are signal, brake lights, headlights and wipers working?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the headlights clean?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a full tank of gas?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the interior/exterior clean?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the necessary basic equipment in the vehicle? (brush/scrapper, extension cord, operators' manual)	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Ministry-specific safety equipment available?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the CVA unit plugged in? (Winter only)	<input type="checkbox"/>	<input type="checkbox"/>	
Did you purchase gas, windshield fluid, car wash etc.? If yes, submit receipts.	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: The operator is responsible for ensuring the vehicle is locked and always secured. Remember to remove all personal belongings and garbage from the vehicle before returning the keys.

Operator's Signature:

HIGHWAY HOTLINE
1-888-335-7623

DRIVING PREPARATION:

<ul style="list-style-type: none"> ✓ Plan your trip and route in advance. ✓ Contact Highway Hotline for weather conditions before you begin your travels. ✓ Have a communication plan in place prior to leaving. Make sure your supervisor or designate knows: <ul style="list-style-type: none"> ○ Where you are going and your route ○ Expected time of arrival and expected time of return ○ Your contact number(s) ✓ If you take a cell phone, make sure it is fully charged. ✓ Keep your gas tank full. 	<ul style="list-style-type: none"> ✓ Drive in daylight hours if possible. ✓ Do not drive when fatigued (make sure you get appropriate rest). ✓ Remove snow and ice from your vehicle. Ensure headlights, taillights, mirrors, and all windows are clear. ✓ During cold weather, it is recommended to travel with a winter survival kit and warm clothing. Follow your Ministry's processes.
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NOTE: Vehicle must be returned to office at the end of each day or complete a Take Home Privilege Agreement for approval (see Guidelines for Personal Use of CVA Vehicles via Taskroom)

My Emergency Contact Numbers:

NAME	PHONE NUMBER