

**Policy & Procedure Manual**

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**VEHICLE USAGE-CIRCLE CHECK and REFUEL – R-IX-3**

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**POLICY:**

Each time an OPTIONS' vehicle is used, documentation of the Circle Check and other pertinent information will be made.

**PURPOSE:**

To ensure that the vehicle is safe and reliable for employees and people supported.  
To ensure all deficiencies/defects are reported as quickly as possible, and suitable action is taken. As well have accountability for maintaining records when refueling OPTIONS vehicles.

To ensure accountability for the use of OPTIONS' vehicles.

**PROCEDURE:**

1. Before using the vehicle, the driver must complete a Circle Check, as outlined on the back of the Vehicle Usage form, Appendix A. These forms are kept on a clipboard in each vehicle.
2. Documentation of the Circle Check is completed on the front of the Vehicle Usage form, Appendix A.
3. If any deficiencies/defects are noted, complete an Incident Report, as per policy AD-I-6.
4. Employees will complete all other areas on the Vehicle Usage form.
5. Once the Vehicle Usage form is filled, it should be forwarded to the Director of Community Services for filing.
6. When refueling any OPTIONS vehicle, the employee must complete the vehicle fuel log including keeping the receipt, date the fuel was purchased, Kilometers at time of purchase, cost of the fuel name printed and signed. Appendix B
7. The fuel log will be collected by the area Supervisor each month and forward to Director of Supported Living Services

**RECOMMENDED BY:** Supportive Living Services

**APPENDICES:** 2

**OPERATIONAL ACCOUNTABILITY:** Administration, Supportive Living Services (all)

**ORIGINAL POLICY DATE:** February 1994

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**



OPTIONS NORTHWEST  
VEHICLE USAGE

DATE	CIRCLE CHECK SIGNATURE	TIME OUT	DESTINATION	PHONE ON	FUEL LEVEL	CLEANED - CONDITION OF VEHICLE	INCIDENT REPORT	ODOMETER READING	RETURN TIME

## **VEHICLE CIRCLE CHECK**

### **EXTERIOR INSPECTION**

- ◆ **ANY BODY DAMAGE**
- ◆ **HEADLIGHTS – INTACT/WORKING**
- ◆ **BRAKELIGHTS – INTACT/WORKING**
- ◆ **SIGNALS – INTACT/ALL WORKING INCLUDING HAZARDS**
- ◆ **BACKUP SIGNAL WORKING**
- ◆ **REFLECTORS – ALL PRESENT AND INTACT**
- ◆ **MIRRORS – NOT BROKEN**
- ◆ **FLUID LEAKS**
- ◆ **TIRES – PRESSURE AND WEAR**
- ◆ **WINDOWS ALL INTACT**

### **INTERIOR INSPECTION**

- ◆ **SEATBELTS – PRESENT AND WORKING**
- ◆ **WHEELCHAIR STRAPS – PRESENT AND WORKING**
- ◆ **HYDRAULIC LIFT – LEAKS, IS IT LEVEL, HYDRAULICS WORKING, MANUAL CRANK PRESENT**
- ◆ **HORN – WORKING**
- ◆ **WIPERS WORKING/WASHER FLUID ADEQUATE**
- ◆ **DEFROSTER/HEATER/AIR CONDITIONING WORKING**
- ◆ **FIRE EXTINGUISHER PRESENT**
- ◆ **FIRST AID BOX PRESENT**
- ◆ **INSURANCE/OWNERSHIP PRESENT**
- ◆ **REAR VIEW MIRROR – PRESENT**
- ◆ **VEHICLE USE FORMS – PRESENT**
- ◆ **VEHICLE MANUAL – PRESENT**
- ◆ **CLEANLINESS**
- ◆ **CELL PHONE**

# OPTIONS NORTHWEST VEHICLE FUEL LOG

Date	License Plate	Kilometers	Print Name	Sign Name