

Glovebox Checklist
(to be checked by driver)
(To be initialed by Auto Shop each PM visit)

Item	Date/initial	Date/initial	Date/initial	Date/initial
Vehicle Registration				
Vehicle Manual				
Use of University and Private Vehicles Policy Guidelines				
Accident Reporting Information				
Accident Report Form 269				
Accident Report Form 270				
Mileage/Inspection Logs				
Seatbelt Sign				
No Smoking Sign				
Gas Type – unleaded No premium				
Oil Type –				
Overnight Storage/Parking At home - off public street				
No Hitchhikers				
No animals (dogs)				

In an Emergency call University Police at 924-2222 (24/7)
Auto Shop at 924-1975 (M-F 7:00 a.m. – 3:30 p.m.)