

Subject: Vendor Taxi Safety Equipment

Roanoke - February 24, 2001

Division Superintendents:

At a recent ODSSC meeting a request was made by local supervision for a list of items or equipment required to be in vendor taxi vehicles. Please see below the list of items. This list can be used in conjunction with weekly safety audits by supervisors.

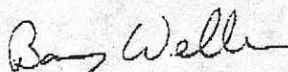
Missing items or defects that are cause for immediate removal of vehicle from service:

1. State Inspection (if applicable)
2. Brakes
3. Headlights
4. Taillights
5. Turn signals
6. Tires
7. Mirrors
8. Horn
9. Glass/windshield
10. Exhaust system
11. License tags/plates
12. Seat belts for each passenger
13. Doors
14. Fuel system
15. Luggage area
16. Fire extinguisher
17. Driver's license on person

The following items are required but non-compliance does not warrant immediate removal from service:

1. Reflective safety triangle
2. Back up alarm
3. Secured spare tire
4. Cargo net
5. Comment card
6. Drivers log - hours of service
7. DDC-4 card on person (defensive driving certificate)
8. First aid kit
9. Reflective tape on exterior of van
10. Pre-trip vehicle inspection form

Please provide this information to your respective officers.


Barry Wells

cc: T. L. Ingram
C. J. Wehrmeister
R. D. White
D. A. Brown
G. R. Comstock
T. N. Evans
S. G. Hanes

Cimarron Coach of Virginia, Inc.
PRE-TRIP QUALITY CONTROL INSPECTION FORM

Inspector's Name: _____
Date Form Completed: _____
Vehicle Number: _____
Odometer: _____
Location (City): _____

Driver's Name: _____
Supervisor's Name: _____

BODY CONDITION

Vehicle Number on Front & Rear	YES _____	NO _____
CCV Logos on both Doors	YES _____	NO _____
Body Damage, indicate where, if yes	YES _____	NO _____ WHERE _____
Windshield & Rear window clean	YES _____	NO _____
Interior Cleanliness	Satisfactory _____	Unsatisfactory _____
Exterior Cleanliness	Satisfactory _____	Unsatisfactory _____
Loose items on Floor, ie. trash, tools, ect.	YES _____	NO _____

MECHANICAL CONDITION

Headlights (High and Low Beams)	PASS _____	FAIL _____
Parking Lights/Tail Lights/Brake Lights	PASS _____	FAIL _____
Back-up Lights and Alarm	PASS _____	FAIL _____
Interior Lights/Instrument Panel	PASS _____	FAIL _____
Directional Signals	PASS _____	FAIL _____
Horn	PASS _____	FAIL _____
Sideview & Rearview Mirrors Secure	PASS _____	FAIL _____
Steering	PASS _____	FAIL _____
Parking Brake	PASS _____	FAIL _____
Brake Pedal Travel	PASS _____	FAIL _____
Tire Condition (2/32 inch tire tread or less is failure)	PASS _____	FAIL _____

FLUIDS

Oil	PASS _____	FAIL _____	Odometer @ last oil change _____
Transmission	PASS _____	FAIL _____	_____
Coolant	PASS _____	FAIL _____	_____
Washer Fluid	PASS _____	FAIL _____	Odometer @ last service _____
Any leaks Under Vehicle?	YES _____	NO _____	_____
If Yes, what fluid is leaking? _____			

EMERGENCY EQUIPMENT

Spare Tire	OK _____	MISSING _____	UNSATISFACTORY _____
Jack	OK _____	MISSING _____	UNSATISFACTORY _____
Lug Wrench	OK _____	MISSING _____	_____
Fire Extinguisher	OK _____	MISSING _____	UNSATISFACTORY _____
First Aid Kit	OK _____	MISSING _____	UNSATISFACTORY _____
Reflective Triangles	OK _____	MISSING _____	_____

DOCUMENTATION

Current State Inspection, if applicable	YES _____	NO _____	N/A _____
Current County Sticker, if applicable	YES _____	NO _____	N/A _____
Front & Rear License Plate	OK _____	EXPIRED OR MISSING _____	_____
Registration (Cab Card)	OK _____	EXPIRED OR MISSING _____	_____
Insurance Card	OK _____	EXPIRED OR MISSING _____	_____
Single State Registration Form	OK _____	EXPIRED OR MISSING _____	_____
Accident Report Forms	OK _____	EXPIRED OR MISSING _____	_____
Comment Cards	YES _____	NO _____	_____
Alabama # on vehicle, if applicable	YES _____	NO _____	N/A _____
South Carolina Card, if applicable	OK _____	EXPIRED OR MISSING _____	N/A _____
West Virginia Card, if applicable	OK _____	EXPIRED OR MISSING _____	N/A _____
Fuel Credit Card	YES _____	NO _____	Van # on card _____