# Inspection Checklist for Security Vehicle Pool

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| **Item** | **Yes** | **No** | **N/A** |
| 1. Is the security vehicle pool protected by a perimeter fence or under constant observation?
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| 1. Does the vehicle pool have protective lighting installed?
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| 1. Does the vehicle pool area have signage stating "OFF LIMITS TO UNAUTHORIZED PERSONNEL"?
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| 1. Does each vehicle have a dashboard placard stating “OFFICIAL USE ONLY”?
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| 1. Is entry and exit for the vehicle pool area controlled?
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| 1. Are privately owned vehicles allowed access to the vehicle pool area?
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| 1. Do non-security vehicles park in the vehicle pool area?
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| 1. Are security vehicles secured with an appropriate locking mechanism while parked and unattended?
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| 1. Are the steering wheels of security vehicles properly secured?
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| 1. Are vehicle exteriors inspected before and after use for damage?
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| 1. Does each vehicle have a current state certificate of registration in its glove box or center console?
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| 1. Does each vehicle have a certificate of insurance in its glove box or center console?
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| 1. Does each vehicle have an owner’s manual stored in its glove box or center console?
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| 1. Are vehicle interiors inspected before and after use for damage and articles left behind?
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| 1. Is vehicle use logged with date in, date out, mileage, driver name and drive signature?
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| 1. Are vehicle log entries checked against other logs such as building entry and exit records or access control system logs?
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| 1. Is there a documented policy on the proper use of security vehicles, including requirements regarding the transport of passengers?
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| 1. Are there documented criteria on driver qualification?
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| 1. Is there a documented policy or procedure on vehicle refueling?
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| 1. Is there a documented policy or procedure on vehicle preventive maintenance?
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| 1. Is there a documented policy or procedure on reporting vehicle problems or accidents?
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| 1. Are any special requirements for seasonal care of vehicles documented?
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