# 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? |  |  |  |
| 1. Does the vehicle pool have protective lighting installed? |  |  |  |
| 1. Does the vehicle pool area have signage stating "OFF LIMITS TO UNAUTHORIZED PERSONNEL"? |  |  |  |
| 1. Does each vehicle have a dashboard placard stating “OFFICIAL USE ONLY”? |  |  |  |
| 1. Is entry and exit for the vehicle pool area controlled? |  |  |  |
| 1. Are privately owned vehicles allowed access to the vehicle pool area? |  |  |  |
| 1. Do non-security vehicles park in the vehicle pool area? |  |  |  |
| 1. Are security vehicles secured with an appropriate locking mechanism while parked and unattended? |  |  |  |
| 1. Are the steering wheels of security vehicles properly secured? |  |  |  |
| 1. Are vehicle exteriors inspected before and after use for damage? |  |  |  |
| 1. Does each vehicle have a current state certificate of registration in its glove box or center console? |  |  |  |
| 1. Does each vehicle have a certificate of insurance in its glove box or center console? |  |  |  |
| 1. Does each vehicle have an owner’s manual stored in its glove box or center console? |  |  |  |
| 1. Are vehicle interiors inspected before and after use for damage and articles left behind? |  |  |  |
| 1. Is vehicle use logged with date in, date out, mileage, driver name and drive signature? |  |  |  |
| 1. Are vehicle log entries checked against other logs such as building entry and exit records or access control system logs? |  |  |  |
| 1. Is there a documented policy on the proper use of security vehicles, including requirements regarding the transport of passengers? |  |  |  |
| 1. Are there documented criteria on driver qualification? |  |  |  |
| 1. Is there a documented policy or procedure on vehicle refueling? |  |  |  |
| 1. Is there a documented policy or procedure on vehicle preventive maintenance? |  |  |  |
| 1. Is there a documented policy or procedure on reporting vehicle problems or accidents? |  |  |  |
| 1. Are any special requirements for seasonal care of vehicles documented? |  |  |  |