



# Checklist to Prepare Your Vehicles for Winter Driving

When preparing for snow and ice ahead of the winter, it is important that your organization is also preparing your company vehicles for winter driving. Preparing your vehicles will keep your staff as well as any program participants you may be transporting safe. Below is a list of key vehicle maintenance and supplies to complete and gather before the winter season.

## Vehicle Maintenance

- Maintenance has been performed according to schedule
- Registration is up to date
- No warning lights are on
- Windshield wipers are in good working condition
- Windshield washer fluid is full
- Tire pressure is at the recommended level
- Tires have proper tread
- Tires have appropriate traction devices for your region/vehicle type
- Oil and antifreeze levels are appropriate
- Brakes are in good working condition
- Headlights and taillights are in good working condition
- Battery is fully charged
- Defroster is working
- Heater is in good working condition

## Supplies

*Below are supplies to outfit every vehicle with, especially during the winter months.*

- Wheel wrench
- Tripod-type jack
- Shovel
- Jumper cables
- Tow and tire chains
- Toolkit
- First aid kit
- Ice scraper and/or snow brush
- Bag of sand and/or salt

## Emergency Kit

*In the event that your drivers were to get into an emergency situation in the winter elements, below are items to outfit your vehicles with to assist in an emergency.*

- Two-way radio (if cell phones are not available/permitted)
- Flashlight with extra batteries
- Blanket
- Emergency flares and/or bright-colored cloth
- Non-perishable food
- Water
- Change of warm clothes