**真理大學一般車輛作業檢點表（每日作業前實施檢點）**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 使用單位 | |  | | | | | 車牌號碼 | | | | |  | | | | | | | | | 單位主管 | | | | | |  | | | | | | | | | |
| 項次 | 檢 點 項 目 | | 檢查結果( 年 月) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 車輛性能檢查 | 機油槽位、剎車油量是否正常。 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 儀表板功能是否正常。 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 發電機皮帶、風扇皮帶是否異音。 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 各油管、電線路系統是否正常。 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 油門操作是否正常。 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 電瓶電量及水位、水箱水位及雨刷水位是否正常。 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 煞車系統是否正常。 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 車輛外部 | 方向燈、前大小燈、剎車燈、倒車燈是否正常。 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 各門窗擋風玻璃及雨刷功能是否正常。 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 車門關閉情形是否正常。 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 車胎胎壓、胎紋是否正常。 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 其他 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 檢查人員  (每日或作業前) | | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 依職業安全衛生管理辦法第50條實施。 檢查週期：操作人員每日或作業前進行檢點，紀錄保存三年。 檢查結果應詳實紀錄，正常狀態打v，異常狀態打x，當日無作業畫「/」；發現異常時，請立即報修。 本表單各單位自行留存以供備查。 本表單可供各業管單位依特性及需求修改之。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |