**Exterior**

* Check for broken glass or damage to the body.
* Conduct a visual inspection of tire inflation and check for leaks beneath vehicle.
* Document any damage or concerns.

**Interior**

* Become familiar with the vehicle controls before moving.
* Vehicle should be clean.
* Locate insurance and accident reporting packet (glove compartment).
* Locate First Aid kit, fire extinguisher, spare tire and tools for changing tires.
* Adjust seat and steering wheel, and then adjust all mirrors for maximum visibility.
* Check fuel level, turn signals, head lights, hazard lights and wipers.
* Adjust comfort controls.
* If using GPS, set destination prior to moving vehicle.
* Practice moving foot between accelerator and applying brake a few times to become accustomed to location and pressure.

**After use of vehicle**

* Re-fuel the vehicle, if less than a half tank remains.
* Remove all personal items and equipment.
* Clean and remove any debris.