**國立臺灣藝術大學**

**一般車輛每日行駛前作業檢點表**

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| 年 月份 | 車號 | | | |  | | | | | | | | |
| 日期  檢查項目 |  |  |  |  | |  |  |  |  |  |  |  |  |
| 一、車輛性能檢查 | | | | | | | | | | | | | |
| 1.引擎室內部： |  |  |  |  | |  |  |  |  |  |  |  |  |
| (1)機油槽位、煞車油量 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (2)水箱水位及雨刷水位 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (3)風扇皮帶 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (4)發電機皮帶及發電量 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (5)有無異常電線及外物 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (6)各油管、電線接頭有無異常或鬆動 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (7)油門操縱連桿接頭是否良好 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (8)電瓶電量及水位 |  |  |  |  | |  |  |  |  |  |  |  |  |
| 2.車輛外部 | | | | | | | | | | | | | |
| (1)前後方向燈、前大小燈、煞車燈、倒車燈 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (2)各門窗擋風玻璃及雨刷功能 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (3)車門關閉情形 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (4)車胎胎壓、胎紋 |  |  |  |  | |  |  |  |  |  |  |  |  |
| 3煞車系統 | | | | | | | | | | | | | |
| (1) 煞車總泵、分泵 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (2)煞車來令片、踏板 |  |  |  |  | |  |  |  |  |  |  |  |  |
| (3)手煞車系統 |  |  |  |  | |  |  |  |  |  |  |  |  |
| 4.儀表板功能是否正常 |  |  |  |  | |  |  |  |  |  |  |  |  |
| 5.車內燈功能是否正常 |  |  |  |  | |  |  |  |  |  |  |  |  |
| 二、其他(請說明) | | | | | | | | | | | | | |
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| 備註： 1. 依「職業安全衛生管理辦法」第50條辦理。  2.本表格僅供參考，各單位使用時請視需要調整。  3.檢查結果:正常○，異常須送修或改善×，異常時請立即報修並送單位主管簽章。  4.本表留存於工作場所中，保存三年，檢查完後每月彙整影印一份送至環安組備查。 | | | | | | | | | | | | | |

檢查人員： 　 　　　 　　單位主管：