

Worksheet 7: Vehicle Readiness Checklist

Complete before each operating day. Chicago's parking enforcement, tollway system, and extreme winters require higher vehicle readiness standards than most markets.

DAILY PRE-SHIFT CHECK

- ☐ Fuel level — minimum half tank (Chicago traffic = fuel uncertainty)
- ☐ I-PASS transponder mounted and account funded
- ☐ Waze loaded and updated
- ☐ ParkChicago app logged in
- ☐ SpotAngels app loaded (parking regulations)
- ☐ Phone fully charged + car charger connected
- ☐ Proof of insurance accessible (glove box)
- ☐ COI (Certificate of Insurance) PDF saved on phone
- ☐ Loading zone locations noted for today's route
- ☐ Weather check — Chicago 511 or weather app

WEEKLY CHECK

- ☐ Tire pressure (cold weather deflates tires — critical in Chicago winters)
- ☐ Waze and mapping apps updated
- ☐ I-PASS account balance — reload if under \$20
- ☐ Vehicle interior clean and professional
- ☐ COI / insurance documents current and accessible
- ☐ Parking ticket check — pay within 7 days to avoid doubling

SEASONAL CHECKLIST — CHICAGO WINTER (November–March)

- ☐ Winter tires installed or all-season tires verified
- ☐ Battery tested (Chicago cold kills batteries — replace if 3+ years old)
- ☐ Antifreeze level checked
- ☐ Ice scraper and snow brush in vehicle
- ☐ Emergency kit: jumper cables, blanket, flashlight, gloves
- ☐ Extra washer fluid (winter road salt spray exhausts it fast)
- ☐ Salt / sand for traction if getting stuck
- ☐ Chicago 311 app for street cleaning schedule changes

VEHICLE SPECIFICATIONS — KNOW BEFORE CHICAGO

Vehicle Year / Make / Model: _____

**Vehicle Height (critical for
Chicago garages — 6'2" minimum
clearance):**

**Chicago City Vehicle Sticker
expiration:**

**Illinois vehicle registration
expiration:**

Insurance policy expiration:

I-PASS transponder account #:

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