



## Pre-Trip Fleet Vehicle Inspection Form

DRIVER MUST INSPECT THE ASSIGNED VEHICLE BEFORE THE VEHICLE IS MOVED.

DRIVER: USE THIS CHECKLIST AS A GUIDE FOR INSPECTING THE VEHICLE.

CHECK "OK" IF ITEM FUNCTIONS PROPERLY AND "REPAIR" IF REPAIR IS NEEDED.

Vehicle #	Starting Odometer	Date	Driver Name

OK	REPAIR	ENGINE OFF CRITERIA
		ENGINE OIL STICKER WITHIN DATE AND MILEAGE OF NEXT SERVICE
		TIRE TREAD AND SIDEWALLS – NO OBVIOUS SIGNS OF DAMAGE
		TIRE INFLATION VISUAL INSPECTION
		WINDOWS CLEAN INSIDE AND OUT
		WINDSHIELD WIPERS CLEAN AND NOT STUCK TO WINDSHIELD
		SEAT BELT(S) FUNCTIONING CORRECTLY
		ENGINE ON CRITERIA
		HEADLIGHTS FUNCTION ON BOTH LOW AND HIGH BEAM
		TURN SIGNALS FUNCTION
		BRAKE LIGHTS (INCLUDING 3 <sup>RD</sup> BRAKE LIGHT) FUNCTION
		REVERSE LIGHTS / BACK-UP ALARM FUNCTION
		FLUID LEAKS DISCOVERED
		HORN SOUNDS
		MIRRORS FUNCTION / ARE CLEANED / ARE PROPERLY POSITIONED
		BRAKES FUNCTION CORRECTLY
		ANY NEW DAMAGE NOTED PRIOR TO VEHICLE USE?

NOTES: \_\_\_\_\_

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I have personally inspected the vehicle referenced above and have found it to be in the condition listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_