

Pre-trip Vehicle Inspection Checklist

Exterior Inspection

Satisfactory

Unsatisfactory

Lights & Signals

Lights and Signals

Headlights (low/high beam)

Tail Light

Brake Lights

Turn Signals

Reverse Lights

Hazard Lights

Windshield and Windows

No cracks or chips

Clean and unobstructed view

Wipers and Washer Fluid

Functional wiper blades

Washer Fluid level full

Tires

Tread depth adequate (no bald spots)

Proper inflation

No visible damage or bulges

Lug nuts secure

Mirrors

Clean and properly adjusted

No cracks or damage

Body & Bumpers

Check for any new damage

Doors open/close properly

Under the Hood

Engine Oil Level

Check with dipstick, top off if needed

Coolant Level

Within Recommended range

Brake Fluid

Level is within limits

Transmission Fluid

Check for proper level and condition

Battery

Terminals clean and secure

No corrosion or visible leaks

Belts & Hoses

No cracks, wear or leaks

Cabin Inspection

Horn - Operational

Seat Belts - working and not frayed

Dashboard warning lights - None active

Climate Controls - All operational

Defroster - both working

Gauges - Easily readable and operative

First Aid Kit - Present and stocked

Fire Extinguisher - Charge and accessible

Papwork - Registration, insurance, etc

Operational Test

Start engine - no abnormal noises

Steering - smooth, no excessive play

Brakes - responsive, not grinding or pulling

Transmission - shifts smoothly

Parking Brake - operational

Safety Equipment

Spare tire & Jack - Present, operational

Emergency Triangles or Flare - Present

Wheel Chocks (If required) present

Notes and Sign off

Date/Time;

Driver Name;

Vehicle ID/Plate #;

Issues Noted;

Reported to:

Signature:

Revised Date
