Vehicle Daily Inspections Checklist

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Daily** **Vehicle** **Inspection** **/** **Circle** **Check/Pre-Use** | | | | | | | | | |
| Vehicle | | |  | Location: | | | | |  |
| Inspected by: | | |  | Date(s): | | | | |  |
| **√** **–** **Item** **satisfactory** **/** **X** **–** **Item** **needs** **attention/** **N/A-** **Not** **applicable** **Report** **concerns** **or** **problems** **to** **the** **Manager** ***immediately*.**  **Do** **not** **operate** **a** **vehicle** **until** **you** **are** **sure** **it** **is** **safe** **to** **do** **so.** | | | | | | | | | |
| Keep form in glove compartment until complete, and then file at the office end of week | | | | | | | | | |
| **INSPECTION** **LIST** | **MON** | **TUES** | | **WED** | **THURS** | **FRI** | **SAT** | **SUN** | |
| Fire extinguisher/emergency equip |  |  | |  |  |  |  |  | |
| Engine oil level/fluids topped up |  |  | |  |  |  |  |  | |
| Cab |  |  | |  |  |  |  |  | |
| Tires |  |  | |  |  |  |  |  | |
| Fluid leaks – no damp spots or drips |  |  | |  |  |  |  |  | |
| Seat/Seatbelt in good condition |  |  | |  |  |  |  |  | |
| Windshield wipers/washer fluid |  |  | |  |  |  |  |  | |
| Glass and mirrors |  |  | |  |  |  |  |  | |
| Cargo secured |  |  | |  |  |  |  |  | |
| Coupling device |  |  | |  |  |  |  |  | |
| Carrying dangerous goods? |  |  | |  |  |  |  |  | |
| Frame and Cargo body |  |  | |  |  |  |  |  | |
| **PRE-USE** **CHECK** |  |  | |  |  |  |  |  | |
| Fuel System |  |  | |  |  |  |  |  | |
| Air Brake System |  |  | |  |  |  |  |  | |
| Electric Brake System |  |  | |  |  |  |  |  | |
| Hydraulic Brake Systems |  |  | |  |  |  |  |  | |
| Fan/Heater/A/C |  |  | |  |  |  |  |  | |
| Clutch and gearshift: shifts  smoothly |  |  | |  |  |  |  |  | |
| Dash control panel – all lights and  gauges are working |  |  | |  |  |  |  |  | |
| Horn – working and loud enough |  |  | |  |  |  |  |  | |
| Back-up (reverse) alarm |  |  | |  |  |  |  |  | |
| Headlights and warning lights  working |  |  | |  |  |  |  |  | |
| Steering – moves smoothly |  |  | |  |  |  |  |  | |
| Exhaust system |  |  | |  |  |  |  |  | |
| Suspension system |  |  | |  |  |  |  |  | |
| Wheels, hubs, fasteners |  |  | |  |  |  |  |  | |
| Unusual sounds or noises |  |  | |  |  |  |  |  | |