

## VEHICLE INSPECTION CHECKLIST (One driver per form)

**Driver's Signature:** \_\_\_\_\_ **Week of :** \_\_\_\_\_  
**Driver's Name:** \_\_\_\_\_ **Manufacturer:** \_\_\_\_\_  
**Model Year:** \_\_\_\_\_ **Last six digits of vin#** \_\_\_\_\_ **Agency Vehicle #** \_\_\_\_\_  
 \_\_\_\_\_ **Beginning Mileage** \_\_\_\_\_ **Ending Mileage** \_\_\_\_\_  
**Manufacturer's Recommended Service Interval** \_\_\_\_\_ **miles:**

- \_\_\_\_\_ Maintenance due within 500 miles
- \_\_\_\_\_ Maintenance past due
- \_\_\_\_\_ Mechanical failure, describe on back of form

Inspect and check each item below: \_\_\_\_\_ (Open emergency windows at least once every 3 months)

	S	M	T	W	T	F	S		S	M	T	W	T	F	S
<b>Vehicle Exterior</b>								<b>Electrical Continued</b>							
No signs of leaks under vehicle								Emergency flashers							
Tires inflated								Horn							
Windows and mirrors clean								Windshield wipers							
Doors open/close								Brakes							
<b>Under hood</b>								<b>CHECKED BY ANOTHER PERSON OR BY MIRROR</b>							
Oil level								Brake Lights							
Windshield washer fluid								Backup lights							
Hoses, dripping fluids, cracked or leaking								Rear left turn signal							
Belts not frayed or cracked								Rear right turn signal							
<b>VEHICLE INTERIOR</b>								Clearance lights							
Clean interior								Marker lights							
Floor free of hazards								<b>SAFETY EQUIPMENT</b>							
Seat belts in good condition								Reflective triangles or flares							
Adjust mirrors								First aid kit							
Check brakes								Fire extinguisher							
Heater (Spring-Winter-Fall)								Biohazard kit							
A/C (Spring-Summer-Fall)								Vehicle accident package							
Defrosting system								Vehicle insurance card							
Adequate Fuel								Seatbelt cutter							
Any warning lights on								<b>Check only if agency requires daily check</b>							
Two-way communication								Coolant level							
Doors locking								Brake fluid							
Brakes								Transmission fluid							
								Power steering fluid							
<b>Electrical</b>								Corrosion on battery							
Turn signals:								<b>Accessibility Equipment</b>							
Front Left								Cycle lift							
Front right								Proper number of seatbelts and Securement devices							
High beams								Belts and Securement devices in good condition							
Low beams								Emergency handle							
Back up alarm, if equipped								Leaking hydraulic fluid							

Indicate any physical damage to the exterior of body. Additional information may be provided on back