

# Daily Vehicle Inspection – Safety Checklist

Exterior	OK	Repair	Issues/Comments
1. Check for scratches, dents, damage.			
2. Check for leaks or obstructions under the vehicle.			
3. Check tire pressure.			
4. Check tire tread and damage to tire.			
5. Check lights - headlights, turn signals, brake lights, tail lights, and hazard lights.			
6. Check windows for cracks or damage and ensure window cleanliness.			
7. Check windshield wipers.			
Engine (Check under hood)	OK	Repair	Issues/Comments
8. Make sure all fluids are at an adequate level: brake, steering, windshield washer fluid, etc.			
9. Check oil.			
10. Make sure battery is stable and connections are in place.			
Start Vehicle – Interior Inspection	OK	Repair	Issues/Comments
11. Listen for unusual noises or sounds.			
12. Make sure gauges are functioning properly.			
13. Make sure all vehicle controls are operating properly: brakes, steering wheel, gas pedal, parking brake, etc.			
14. Make sure horn is working properly.			
15. Adjust mirrors appropriately.			
16. Make sure seat belt is functioning properly.			

**Summary of Vehicle Inspection Report:**

**Acceptable:** Vehicle can be driven.

**Needs Attention:** Needs to be serviced soon but can be driven.

**Needs Immediate Attention:** Vehicle should not be driven until it has been serviced.

**Driver's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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