



VEHICLE INSPECTION REPORT

Vehicle #: _____ Date of Inspection: _____
 Employee Name: _____ Department: _____
 Vehicle License Plate: _____ Odometer Reading: _____

Instructions: Use this as a guide when performing the monthly inspection of your vehicle. It can also be used for periodic evaluation to ensure that employees are continuing to maintain their vehicles safely.

VEHICLE INSPECTION					
EXTERIOR INSPECTION (360 WALK-AROUND)	YES	NO	N/A	DATE CORRECTED	COMMENTS
Is the vehicle exterior free of visible damage?					
Are there any signs of fluid leakage underneath vehicle?					
Is the vehicle clean in appearance?					
Are all four tires properly inflated to proper PSI?					
Is the tire tread depth and tread wearing acceptable?					
Are wiper blades adequate?					
INTERIOR INSPECTION	YES	NO	N/A	DATE CORRECTED	COMMENTS
Is the vehicle's interior clean of debris?					
Is the interior of the vehicle free of visible damage?					
Are safety belts working properly?					
Is a first aid kit available?					
Is an emergency/accident kit available?					
Is the vehicle registration easily accessible?					
Is the vehicle insurance information accessible?					
Is a spare tire available and inflated?					
Is there a jack system available?					
Is the owner's manual available?					
OPERATING INSPECTION	YES	NO	N/A	DATE CORRECTED	COMMENTS
Are the headlights working?					
Are the taillights working?					
Are the brake lights working?					
Are the back-up lights working?					
Are the interior lights working?					
Are the windshield wipers working properly?					
Is the horn working?					
Are the proper mirrors available? (Rear-view, side, instructor)					
Is the parking brake working?					
Do the turn signals work?					
Is the sun visor operable?					
Does the heating/cooling system work properly?					
UNDER-THE-HOOD INSPECTION	YES	NO	N/A	DATE CORRECTED	COMMENTS
Is the engine oil within range?					
Is the windshield wiper fluid within range?					
Is the power steering fluid within range?					
Is the transmission fluid within range?					
Is the brake fluid within proper levels?					
Is the coolant within proper levels?					
Do all belts appear in good condition?					
List any discrepancies during inspection:					
Additional Comments:					