

## Pre-Trip Vehicle Inspection Checklist

Driver's Name: \_\_\_\_\_ Vehicle License or Fleet #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Odometer: \_\_\_\_\_

**Y N Exterior (Miscellaneous)**

- Is the body free from damage?
- Is it free from pools of leaking fluid underneath the vehicle?
- Are the license plate registration tags up-to-date?
- Are the fluid levels adequate? (oil, brake, transmission, coolant, washer fluid, power steering, etc.)

**Y N Wheels**

- Are tires properly inflated?
- Do tires have adequate tread?
- Are tire sidewalls free from cuts, gouges, cracks, nails, etc?
- Are the rims free from cracks?
- Are the lug nuts tight?

**Y N Lights and Reflectors**

- Do both the low and high beams work?
- Do the turn signals work?
- Do the brake lights work?
- Do the hazard flashers work?
- Do parking/marker lights work?
- Are all lights and reflectors clean and free from damage?

**Y N Windows and Mirrors (Exterior)**

- Are the windows and mirrors clean and free of ice and debris?
- Are the windshield and side/rear windows free from cracks?

**Y N Interior (Miscellaneous)**

- Are all the dashboard warning lights off?
- Is there enough gas in the tank?
- Do the interior lights work?
- Does the horn work?
- Does the parking brake work?
- Are the pedals free from obstruction?
- Are all loose objects in the vehicle that may shift while driving properly secured?
- Is the vehicle registration and insurance information inside the vehicle?

**Y N Seat Position**

- Is the seat set to a comfortable position?
- Do your outstretched hands rest comfortably on the top of the wheel?
- Can your feet easily reach the pedals?
- If the vehicle has a clutch, can you press it all the way to the floor?
- Does your seat position allow you to see clearly out the front and side windows?

**Y N Windows and Mirrors (Interior)**

- Are your side mirrors positioned so you can see the outside edge of the vehicle on the inside edge of the mirrors?
- Does the rearview mirror provide you with an unobstructed view through the rear window?
- Do the windshield wipers work, and are they free from tears and breaks?

**Y N Engine and Powertrain**

- Does everything sound right?
- Does the shifter move freely?
- Does the accelerator or brake pedal stick?
- Does the clutch work properly (if equipped)?

Remarks: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_