**VEHICLE INSPECTION CHECK LIST**

\*\*To be carried out **BEFORE** any daily operations:

DATE:\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VEHICLE NUMBER: \_\_\_\_\_\_\_\_\_\_ INSPECTED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TIRES/ WHEELS (CHECK WHICH CONDITION APPLY)**

\*TIRE PRESSURE—EXCELLENT\_\_\_\_\_\_\_GOOD\_\_\_FAIR\_\_\_\_PRESSURE LOW/ADDED AIR/ DATE\_\_\_\_\_\_\_\_\_\_

\*TIRE TREAD—EXCELLENT\_\_\_\_\_\_\_GOOD\_\_\_\_\_\_\_FAIR\_\_\_\_\_\_\_\_POOR\_\_\_\_\_\_\_

\*RIM DAMAGE---EXCELLENT\_\_\_\_\_GOOD\_\_\_\_\_\_\_FAIR\_\_\_\_\_\_\_POOR\_\_\_\_\_\_\_

\*WHEEL NUTS--- ALL PRESENT\_\_\_\_\_\_MISSING (ADD NUMBER)\_\_\_\_\_\_

**\*\*\*\*CRACKS & CUTS\*\*\*\*NEEDS REPAIR REPORT TO SUPERVISOR FOR WORK ORDER\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_**

**ENGINE COMPARTMENT: (CHECK WHICH CONDITION APPLY )**

\*OIL LEVEL—MAXIUM LEVEL\_\_\_\_\_\_ HALF\_\_\_\_MINIUM\_\_\_\_\_NEED OIL\_\_\_\_\_\_ ADDED \_\_\_QUARTS/GALLON -- WEIGHT\_\_\_\_\_\_\_

\*POWER STEERING FLUID—MAXIUM\_\_\_\_HALF\_\_\_\_\_MINIUM\_\_\_\_\_NEED FLUID\_\_ADDED\_\_\_\_\_QUART/PINT

\*COOLANT LEVEL—MAXIUM\_\_\_\_HALF\_\_\_\_\_MINIUM\_\_\_\_NEED COOLANT\_\_\_ADDED\_\_\_\_\_GALLON(S)

\*BRAKE FLUID—MAXIUM\_\_\_\_\_\_HALF\_\_\_\_\_MINIUM\_\_\_\_NEED FLUID\_\_\_\_ADDED\_\_\_\_PINT / QUART(S)

\*BATTERY—STARTED FIRST TURN\_\_\_\_NEEDED A BOOST\_\_\_\_ NEED NEW BATTERY\_\_\_\_\_ REPORTED TO SUPER/DATE\_\_\_\_\_\_\_\_\_

\*ANY LOOSE WIRING/ WHERE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ANY LOOSE BELTS / WHERE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DRIVER / PASSENGER COMPARTMENT**:

\*EMERGENCY LIGHTS—BOTH FLASHING\_\_\_\_ONE FLASSHING\_\_\_\_NOT WORKING\_\_\_\_REPORTED TO SUPER/ DATE\_\_\_\_\_\_\_\_\_\_\_

\*STEERING SYSTEM—TURNS EASILY\_\_\_\_\_HARD TO TURN\_\_\_\_ REPORT TO SUPER FOR WORK ORDER / DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*BRAKE OPERATION—STOPS EASILY\_\_\_\_\_\_HAS TO PRESS HARD TO STOP\_\_\_\_\_\_ NO BRAKES/REPORT TO SUPER\_\_\_\_\_\_\_\_\_\_\_\_\_

\*RADIO—HEARS CLEARLY NO STATIC\_\_\_\_\_SOME STATIC\_\_\_\_\_NOT WORKING\_\_\_\_\_REPORTED TO SUPER / DATE\_\_\_\_\_\_\_\_\_\_\_\_

\*WIPERS—BOTH WORKING\_\_\_\_\_ONE WORKING\_\_\_\_\_NEED REPLACING\_\_\_\_\_ REPLACED ONE\_\_\_\_REPLACED BOTH\_\_\_\_\_\_

\*LIGHTS—BOTH WORKING\_\_\_\_ONE WORKING\_\_\_\_\_REPORT TO SUPER FOR WORK ORDER / DATE\_\_\_\_\_\_\_\_\_\_\_\_\_

\*SELT BELTS—WORKS PROPERLY\_\_\_\_\_\_NEEDS REPLACING\_\_\_\_\_\_REPORT TO SUPER FOR WORK ORDER/DATE\_\_\_\_\_\_\_\_\_\_\_

\*ANY LOOSE OBJECTS\_\_\_\_\_ WHAT KIND\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NEED WORK ORDER TO REPAIR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_