

Vehicle Inspection Checklist



Do not begin a trip with a vehicle that:

- Is difficult to start.
- Has malfunctioning dashboard instruments.
- Has brakes that are soft or slow to respond.
- Has worn tires, broken glass, or mirrors that are inoperable or broken.
- Is hard to steer.
- Has front or tail lights that are not working. In most states, driving a vehicle without working front or tail lights may result in a fine.

Additional checks:

- Check for adequate visibility through the front, side, and back windows. Check that the windshield is clean and the wiper blades are in good condition and working properly.
- Ensure that seatbelts are present and in good working condition.
- Ensure that headlights (high and low beam), taillights, brake lights, parking lights, and turn signals are working properly.
- Check for the presence of an emergency kit. Identify the location of key emergency equipment such as the spare tire, jack, first aid kit, flashlight, road flares or warning markers, snow brush (if appropriate).
- Check the level of all fluids -- gasoline, washer fluid, coolant, oil, etc. Check under the vehicle for fluid leaks. If you do not know how to check the fluid levels on your vehicle, ask for assistance from your supervisor or fleet manager.
- Ensure that all tires are properly inflated.