

Daily/Weekly/Monthly Vehicle Inspection Report

Date: _____ **Employee:** _____ **Vehicle #:** _____
Odometer reading: _____

Exterior Inspection (360 Walk-around):

		Yes	No	Comments:
Daily	Is the vehicle exterior free of visible damage?			
Daily	Do all four tires look to be properly inflated?			
Daily	Are there any signs of fluid leakage underneath vehicle?			
Weekly	Is the vehicle clean in appearance?			
Weekly	Are all four tires properly inflated by gauge? Psi _____			
Weekly	Is tire tread depth and tread wearing acceptable?			
Weekly	Are wiper blades adequate?			

Interior Inspection:

		Yes	No	Comments:
Daily	Is the vehicle's interior clean of debris?			
Daily	Is the interior of the vehicle free of visible damage?			
Daily	Are safety belts working properly?			
Daily	Is a first aid kit available?			
Daily	Is an emergency kit available?			
Daily	Is the vehicle registration easily accessible?			
Daily	Is the vehicle insurance information accessible?			
Weekly	Is a spare tire available and inflated?			
Weekly	Is there a jack system available?			
Weekly	Is the owner's manual available?			
Weekly	Is an accident kit available?			

Operating Inspection:

		Yes	No	Comments:
Daily	Are the headlights working?			
Daily	Are the taillights working?			
Daily	Are the brake lights working?			
Daily	Are the back-up lights working?			
Daily	Are the interior lights working?			
Daily	Are the windshield wipers working properly?			
Daily	Is the horn working?			
Daily	Are the proper mirrors available? (Rearview, side, instructor)			
Daily	Is the parking brake working?			
Daily	Do the turn signals work?			
Daily	Is the sun visor operable?			
Daily	Does the heating/cooling system work properly?			
Daily	Is the fuel tank at least 1/2 full?			

Under-the-hood Inspection:

		Yes	No	Comments:
Daily	Is the engine oil within range?			
Daily	Is the windshield wiper fluid within range?			
Monthly	Is the power steering fluid within range?			
Monthly	Is the transmission fluid within range and a reddish color?			
Monthly	Is the brake fluid within proper levels?			
Monthly	Is the coolant within proper levels?			
Monthly	Do all belts appear in good condition?			

Post-trip Inspection:

		Yes	No	Comments:
Daily	Did vehicle operate correctly?			
Daily	Was the vehicle free of warning lights coming on during operation?			
Daily	Did any warning lights display?			

Comments: