

# Automobile, Van and Light Truck Inspection Checklist

All vehicles should be routinely inspected before the start of each workday. For vehicles operated daily by the same driver, some items, such as oil level and tire air pressure, may only need to be checked weekly if there are no indicators that more frequent checks are required. The following checklist is a suggested procedure to inspect a vehicle in a systematic manner. The "Remarks" box should be checked for those items needing attention and details added in the "Remarks" section. Necessary repairs should be made before the vehicle is used.

Vehicle: \_\_\_\_\_

License No.: \_\_\_\_\_

	OK	Remarks	N/A
<b>With emergency brake applied and key removed from the ignition, check the following:</b>			
<b>Outside of Vehicle</b>			
Tire: Appearance, thread depth, and air pressure, wheel and lug nuts (where visible), damage and/or loose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spare tire appearance, thread depth, air pressure, and wheel damage and/or loose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cargo securement devices, straps, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows, cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior body and lens for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Engine compartment – check:</b>			
Belts and hoses for visible wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coolant level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windshield washing fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>With emergency brake applied and key in the accessory position, check the following:</b>			
Turn signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard warning signal (i.e., 4-ways)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low beams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High beams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Brake lights (using and assistant, or reflection off object in the rear)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reverse lights (using and assistant, or reflection off object in the rear)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
License plate light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windshield wipers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat, defrost, and air-conditioning controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mirror adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>With emergency brake applied, start engine and check:</b>			
Gauges okay and no warning lights on dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Date: \_\_\_\_\_ Checked by: \_\_\_\_\_