

Sample Daily Pre-Trip Inspection and Mileage Log

Motor-vehicle incidents (MVI)s are a leading cause of workplace deaths. The purpose of this document is to provide guidance when developing a pre-trip inspection checklist for workers who drive for work purposes. Although this sample document is primarily designed for workplaces that use company-owned or personal passenger cars and / or light-duty trucks for business purposes, it can be adapted for commercial fleets that operate other vehicle types.

Driver and Trip Information						
Driver Name					BCDL#	
Have written working-alone procedures been followed?			Yes	No	Trip plan completed?	
			Yes	No	Yes	No

Review of <u>Previous</u> Pre-trip Inspection and Daily Log	
<p><i>Applicable if vehicle was previously used by other driver. Ensure outstanding deficiencies noted in the previous inspection have been repaired.</i></p>	Comments

Vehicle Information					
Date(s) of Use: From _____ to _____					
This vehicle is a (circle one):		Company-Owned	Personal	Rental	
License plate #		Odometer Start	kms	Odometer Finish	kms

Vehicle Interior – Condition and Configuration					
Item	Action	Satisfactory	Substandard	N/A	Comments
Driver's seat	Adjust seat distance and rake to improve driving position.				
Head restraints	> 2" inches from head; top of restraint in line with top of head				
Safety belts*	Examine for wear				
Instrument panel warning symbols*	Check for red or orange/ yellow symbols				
Brakes*	Test for soft or hard pedal feel. Test action of emergency brake.				
Automatic transmission*	Check action of gears; listen for unusual sounds.				
Steering*	Adjust for driving position. Test for excessive "play"				
Interior windows	Ensure windows are smudge and moisture free				
Horn	Test, where appropriate				
Reversing alarm	Test, if available				
HVAC	Test heating, cooling, fan				
Load restraint	Ensure items securely stored or strapped down				
GPS	Pre-programmed before commencing trip				
Smartphone	Safely secured; charging cable available				
Spare tire	Inflated, or tire inflation canister available				
Vehicle jack	Available, good working order				
Fuel	Sufficient, plus reserve				
Cleanliness	No loose items or floor mats				

Vehicle Interior – Aftermarket Safety Equipment

Fire extinguisher	Charged; expiry checked				
First aid kit	Available, adequate supplies				
Written safe work procedures	Available; understood				
Safety triangles, spare washer fluid, emergency blanket	Available, adequate supplies				

Vehicle Exterior, Engine and Exhaust

Item	Action	Satisfactory	Substandard	N/A	Comments
Vehicle / location	Conduct circle check				
Headlights*	Test high beam / low beam				
Brake lights*	Test				
Tail Lights	Test				
Emergency lights	Test				
Windows	Clean				
Wiper Blades	Good condition				
Washer fluid	Test				
Tires	Check inflation weekly				
Side Mirrors	Clean; correctly adjusted				
External load	Safely secured				
Leaks	Check under vehicle				
Engine operation*	No unusual engine noise				
Exhaust*	Tailpipe free of debris; no smell of exhaust inside vehicle				

*Seek repairs before driving if deficiencies are noted

Other vehicle deficiencies / issues	Actions / required repairs

Comments

Driver signature	Date

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