Daily Pre-Trip Inspection and Mileage Log

Vehicle or Unit : _____ Operator : _____

Engine Oil – Dipstick shows oil level normal range; no warning lights on.	Windshield Washer Fluid – topped up.	Tires – Visually confirm proper inflation, check for unusual wear.
Headlights - Confirm hi-beams, low-beams and fog lights work.	Tail lights - Check that taillights work.	Turn Signals – Confirm all 4 work.
Emergency Signals – emergency flasher are operational.	Wipers – blades in good condition; normal function.	Defroster / Heater – operational.
Horn – functional.	Rear Vision Mirrors - Clean, no damage, adjusted for your visibility.	Windshield Damage – No cracks or chips that impair visibility.
Parking Brake – Confirm operational.	In-cab - Driving area free of clutter; items are secured / stowed.	Brakes – Confirm proper function before entering traffic flow.
Emergency Equipment – on board.	Documents & Licence – in the vehicle.	

Date	Pre-Trip (✓)	Work / Travel Description	Odometer Start	Odometer Finish	Mileage