Daily and Weekly Pre-Trip Inspection

Month: _____ Year: _____

Operator Name: _____ Vehicle ID: _____

Check deficiencies **Circle dates vehicle inspected**

Daily Inspection Items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Comments and Corrective Action	Date Completed	Initials
Engine Oil - dipstick shows oil at operating level.																																		
Tires - visually check proper inflation, note unusual wear, damage.																																		
Headlights - hi-beams, low-beams, fog lights work																																		
Tail lights - both working																																		
Turn Signals – check all 4, individually.																																		
4-Way Emergency Signals																																		
Wipers - operational, wiper blades in tact																																		
Heater / Defroster - controls work.																																		
Horn - works.																																		
Parking Brake - confirm operational, holds vehicle.																																		
Brakes - quick application to confirm working.																																		
Rear Vision Mirrors - Clean, adjusted for you.																																		
Windshield Damage – no chips / cracks that impair your visibility																																		
In-cab - items stowed securely, controls work, no warning lights.																																		
Body Damage - Door dings, scrapes and scratches, loose wheel covers, etc.																																		
No issues noted																																		

Weekly Inspection Items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Comments and Corrective Action	Date Completed	Initials
Engine Belt - confirm correct tension, no visible damage.																																		
Auto Trans Fluid - check dipstick shows oil in operating range.																																		
Power Steering Fluid - check level																																		
Brake Fluid - check level																																		
Coolant / Antifreeze - check operating level at reservoir.																																		
Windshield Washer Fluid - reservoir full.																																		
Battery - connections tight, no visible corrosion.																																		
Tire Pressure - use tire gauge, confirm pressure matches manufacturer's specs.																																		
Tire Wear - use tread depth gauge; minimum 2 mm for summer tires, 4 mm																																		
Spare Tire - check air pressure.																																		
Back-Up Lights - confirm working.																																		
Rear Licence Plate Lights - check operational.																																		
Steering - no excessive free play, or worn components.																																		
Parking Brake - holds vehicle on hill.																																		
Vehicle Documents - valid, in the vehicle.																																		
Licence plate - securely attached.																																		
Roadside Emergency Kit																																		
No issues noted																																		