Form

Basic vehicle inspection, maintenance and mileage log

Modify this form to suit your needs. You may, for example, want to add rows to the mileage log if you make a lot of trips. Print and keep a copy of the form in your work vehicle. Fill it out during each inspection. The form suggests areas you can check and what condition they should be in. Turn this form in to your supervisor when requested.

Vehicle: _____ Operator: _____

Inspection suggestions

Brakes: Proper function (confirm before entering traffic)	**Windshield washer fluid:** Topped up	**Tires:** Proper inflation, no unusual wear
Headlights: High beams, low beams, and fog lights work	**Tail lights, turn signals:** All work	**Defroster / heater:** Works
Emergency signals: Flashers work	**Wipers:** Blades in good condition, function normally	**Cab:** Driving area free of clutter, items secured / stowed
Horn: Works	**Rear view mirrors:** Clean, no damage, adjusted for driver visibility	**Documents and licence:** In vehicle
Engine oil: Dipstick shows oil level normal range. No warning lights on	**Windshield damage:** No cracks or chips that impair visibility	**Emergency kit:** In vehicle

Inspection and mileage log

Date	Pre-trip (✓)	Travel description	Odometer start	Odometer finish	Mileage