## Form

## Basic vehicle inspection 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** |
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