



Pre-trip vehicle inspection log

Use this form when inspecting a company-owned or personal passenger car, van, SUV, or light duty truck. Complete the inspection before driving. Give this log to your supervisor to review.

Driver/vehicle information

Driver name		Inspection date:
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Have you prepared a trip plan including a check-in procedure?	Yes	No
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Was vehicle previously used by another driver? If Yes, fill out section at right. If No, move on to next section.	Were deficiencies in previous inspection repaired? If Yes, explain If No, explain
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This vehicle is (circle one):	Company-owned	Personal	Rental
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License plate #		Odometer _____ kms
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Have deficiencies repaired before driving the vehicle for work. If you are unsure, get advice.

1. Initial walk-around inspection

Item	Inspection action	Satisfactory	Substandard	N/A	Comments
Exterior condition	Walk around vehicle, look for body damage.				
Licence plate	Plate firmly attached?				
Fluid leaks	Check under the vehicle for evidence of leaks.				
Tires	Properly inflated? Enough tread depth, no uneven wear?				
Wheel nuts	Tight, in place.				
Side mirrors	Firmly attached, clean.				
Windshield	No cracks. Clean inside and out.				
Wiper blades	In good condition.				
Safety sensors	Clean, unobstructed.				
Fire extinguisher	Charged. Expiry checked.				
First aid kit	Available. Adequate supplies.				
Load restraint	Items securely stored or strapped down.				
Spare tire	Inflated, or tire inflation canister available.				
Vehicle jack	Available. Good working order.				
Vehicle emergency kit	In vehicle. Adequate supplies.				

2. Check under the hood

Fluid levels	Check engine oil, coolant, brake fluid, washer fluid.				
Transmission fluid	Check auto transmission fluid level.				
Belts and hoses	Look for excessive wear.				
Leaks	Look around engine bay for any fluid leaks.				

3. Get inside the vehicle

Item	Inspection action	Satisfactory	Substandard	N/A	Comments
Instrument panel	Check for red/orange warning symbols.				
Fuel	Sufficient, plus reserve.				
HVAC	Test heating, cooling, fan.				
Seat belts	Examine for wear, operation.				
Interior windows	Clean inside and out, no obstructions.				
Horn	Test, where appropriate.				
Driver's seat	Adjust seat and steering wheel position.				
Head restraints	Less than 10 cm from back of head. Top of restraint in line with top of head.				
Cleanliness	No loose items on dash, seats, or floor.				

4. Start the vehicle

Engine operation	No unusual noise from engine or exhaust.				
Instrument panel	Do warning lights deactivate?				
Brakes	Check "feel" of pedal. Test action of emergency brake.				
Steering	Test for excessive "play."				
Auto transmission	Engages/disengages smoothly. No unusual sounds.				
Reversing alarm	Test, if available.				
Headlights, tail lights	Activate, visually confirm.				
Brake lights	Activate, visually confirm.				
Turn signals, emergency flashers	Activate, visually confirm.				
GPS	Pre-programmed before starting trip.				
Phone	Safely stowed. Have charger				

Other vehicle deficiencies/issues	Actions/repairs required
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Comments

Driver's signature	Supervisor signature:
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