Detailed Vehicle Inspection Checklist

Road Safety At Work

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 checklist to your supervisor to review.
Important: This checklist is not intended for commercial vehicles that are subject to specific inspection requirements under BC law.

Driver/vehicle information

Driver name		**Inspection date:**
Have you prepared a trip plan including a check-in procedure?	**Yes**	**No**

Was vehicle previously used by another driver? (Circle 1) out section at right. If No, move on to next section.	**Were deficiencies in previous inspection repaired?** If Yes, explain If No, explain

This vehicle is (circle one):	**Company-owned** **Personal** **Rental**	
License plate #		**Odometer** _____ **kms**

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	Ensure 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				

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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	Engage / disengage 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**

Comments

Driver's signature	**Supervisor signature:**

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