
 Organization Name _____

Driver Pre-Trip/Post-Trip Inspection Checklist

Vehicle (Make/Model/Year): _____

 Odometer Reading: _____ Date: _____ Time: _____ AM
 PM

Check any item that needs attention and include the details under "comments." Don't drive the vehicle until the defects you've discovered have been corrected.

Start the engine and test the following:

Noises (unusual) OK NEEDS ATTENTION

 Noises

Gauges OK NEEDS ATTENTION

 Fuel

 Temperature

 Dashboard warning light

Lights OK NEEDS ATTENTION

 Headlights

 Brake lights

 Turn signals

 Hazard lights

Other OK NEEDS ATTENTION

 Windshield wipers

 Fans and defroster

 Brakes (and parking brake)

 Mirrors

 Horn

 Exhaust system

(muffler, tailpipe)

Tires OK NEEDS ATTENTION

 Proper inflation

 Adequate tread

 Spare inflated

Leaks (look underneath) OK NEEDS ATTENTION

 Oil

 Other

Safety equipment OK NEEDS ATTENTION

 Fire extinguisher

 First aid kit

 Reflective triangles

 Flares

 Spare bulbs/fuses

 Map

 Emergency contact info

 Cell phone/two-way radio

 Seat belts

(one for each passenger)

Comments: _____

Vehicle Condition Following Driver's Inspection

- Acceptable:** Vehicle can be driven without further inspection.
- Requires Attention:** Vehicle can be driven, but should be inspected by a mechanic in the next 30 days.
- Requires Immediate Attention:** Vehicle should **not** be driven until it has been inspected by a mechanic.

Driver's signature _____ Date _____

Mechanic's Repair Report

- Defects noted above have been repaired.
- Defects noted above need not be repaired for safe operation of vehicle.

Mechanic's signature _____ Date _____

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