



Sample Pre-Trip Inspection of Automobiles, Vans, and Light Trucks

All vehicles should be routinely inspected before the start of each workday. For vehicles operated daily by the same driver, some items may only need to be checked weekly, such as oil level and tire air pressure (using a tire gauge). The following is a suggested procedure to inspect a vehicle in a systematic manner. The "Remarks" box should be checked for those items needing attention and details added in the "Remarks" section. Necessary repairs should be made before the vehicle is used.

General condition of the vehicle:

	YES	REMARKS	N/A
No visible leaks under vehicle; vehicle sitting evenly; no critical damage			
Engine compartment—check oil level, coolant level, windshield washing fluid, belts, automatic transmission fluid, hoses, etc., as directed by your company policy			

Apply emergency/parking brake, start engine, and check:

	YES	REMARKS	N/A
Gauges okay and no warning lights on dashboard			
Pump brake pedal a few times and hold—no fade after initial drop;			
No excessive steering wheel play			
Turn signal indicators and brake lights			
Horn, windshield wipers, heater, defroster, seat belts, and mirrors			

Shut off engine and check:

	YES	REMARKS	N/A
Left front tire, wheel, and lug nuts (where visible)			
Head lights (low- and high-beam), parking lights, and emergency four-way flashers			
Right front tire, wheel, and lug nuts (where visible)			
Right rear tire, wheel, and lug nuts (where visible)			
Rear lights including emergency four-way flashers			
License plate light and securement			
Cargo securement systems			
Left rear tire, wheel, and lug nuts (where visible).			

Remarks (use back of form if necessary): _____

Name (print): _____
 Signature: _____
 Date: _____

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