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| --- |
| **Daily Vehicle Inspection / Circle Check** |
| Vehicle |   | Location: |   |
| Inspected by: |   | Date(s): |   |
| **√ – Item satisfactory / X – Item needs attentionReport concerns immediately.Do not operate a vehicle until you are sure it is safe to do so.** |
| Keep form in glove compartment until complete, and then file with the vehicle maintentence office. |
|   | Monday | Tuesday | Wednesday | Thursday | Friday |
| **Exterior** |   |   |   |   |   |
| Body/Frame |   |   |   |   |   |
| Cab/Box/Trunk |   |   |   |   |   |
| Cargo Secure |   |   |   |   |   |
| Bumpers |   |   |   |   |   |
| Hitch/coupling devices |   |   |   |   |   |
| Licence plate/valid sticker |   |   |   |   |   |
| Windshield |   |   |   |   |   |
| Wipers |   |   |   |   |   |
| Locks |   |   |   |   |   |
| Mirrors |   |   |   |   |   |
| Tires/Wheels |   |   |   |   |   |
| Underneath |   |   |   |   |   |
| Suspension |   |   |   |   |   |
|   |   |   |   |   |   |
| **Engine** |   |   |   |   |   |
| Hoses |   |   |   |   |   |
| Fluids |   |   |   |   |   |
| -Engine Oil |   |   |   |   |   |
| -Brake |   |   |   |   |   |
| -Transmission |   |   |   |   |   |
| -Radiator |   |   |   |   |   |
| -Washer |   |   |   |   |   |
| -Power steering |   |   |   |   |   |
| Clutch (if applicable) |   |   |   |   |   |
| Belts |   |   |   |   |   |
| Fuel |   |   |   |   |   |
| Battery |   |   |   |   |   |
| Exhaust |   |   |   |   |   |
|   |   |   |   |   |   |
| **Electrical** |   |   |   |   |   |
| Headlight-daytime running |   |   |   |   |   |
| Headlight- low beam |   |   |   |   |   |
| Headlight- high beam |   |   |   |   |   |
| Indicators/signal lights/emergency flashers |   |   |   |   |   |
| Backup lights |   |   |   |   |   |
|   |   |   |   |   |   |
| **Interior** |   |   |   |   |   |
| No clutter |   |   |   |   |   |
| Area around feet/pedals clear |   |   |   |   |   |
| Windows clean |   |   |   |   |   |
| Instrument panel/indicator lights |   |   |   |   |   |
| Horn |   |   |   |   |   |
| Driver controls |   |   |   |   |   |
| Steering |   |   |   |   |   |
| Seats |   |   |   |   |   |
| Seat belts |   |   |   |   |   |
| Accessories (hands-free phone system, global positioning system (GPS), radio, etc.) |   |   |   |   |   |
| Fan, heater/defroster, air conditioner |   |   |   |   |   |
| Cargo secure |   |   |   |   |   |
| Fire extinguisher |   |   |   |   |   |
| First aid kit |   |   |   |   |   |
| Other safety items (triangles, flares, etc.) |   |   |   |   |   |
|   |   |   |   |   |   |
| **Operation** |   |   |   |   |   |
| Sounds |   |   |   |   |   |
| Vibrations |   |   |   |   |   |
| Indicator or warning lights |   |   |   |   |   |
|   |   |   |   |   |   |
| **Other issues** |   |   |   |   |   |
| **Comments** |   |   |   |   |   |