|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Daily Vehicle Inspection / Circle Check** | | | | | |
| Vehicle |  | | | Location: |  |
| Inspected by: |  | | | Date(s): |  |
| **√ – Item satisfactory / X – Item needs attention Report 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** |  |  |  |  |  |