**Daily Vehicle Checklist**

**Vehicle:**

**Week of:**

**Supervisor’s Initials**

*Complete each items by initialing in box*

**Mon**

**Tues**

**Wed**

**Thurs**

**Fri**

**Sat/Sun**

Engine Oil and Coolant Levels

Windshield & Mirrors

Doors and Windows

Emergency Brake

Tires – wear and pressure (spare)

Inspection and License Plate Stickers

Check Ground under Vehicle for Fluid Leaks

Emergency Equipment

First aid kit

Fire extinguisher

Warning reflectors and flares

Flashlight

Jack, lug-wrench and spare tire

Communication device

Documentation

Insurance card

Registration

Check for Cleanliness & Damages [interior and exterior]

Fuel Level, Gauges, and Dash Warning Lights

Windshield Wipers

Horn

Head Lights, Tail Lights, Turn Signals, Flashers, Warning Lights

Defrosters, Heaters and Air Conditioner [when applicable]

Seat Belts

**Notes:**