MOTOR VEHICLE WEEKLY SAFETY CHECKLIST

Department:

Vehicle Make: Model: V.I.N.#

Any item not passing inspection shall immediately be brought to the attention of the department head, a garage work order issued, and the vehicle repaired and returned to service as soon as possible.

Comments:

\*\*\*SUBMIT CHECKLIST TO HUMAN RESOURCES ON THE 5TH DAY OF EACH MONTH\*\*\*

Revised 8-06-08 BG

**Do not operate any vehicle if an unsafe condition exists.**

Inspection Date:

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Inspection Date:

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Inspection Date:

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Inspected By:

Inspected By:

Inspected By:

Inspected By:

Inspected By:

Windshield wipers and washers

Directional Signals

Lights

Horn and Mirrors

Inspection sticker current

Tag current

Check for 4000 mile maintenance

Tire inflation and safe tread depth

Power steering fluid

Antifreeze / Coolant

Motor oil level

Brake fluid & Brake operation

Exterior and Interior condition acceptable

Transmission Fluid & Hydraulics (if applic.)