

**Title: Daily Vehicle Inspection**

SOP ID: FD-001

Department: Fleet Operations

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Approved by: Michael J. Banning

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Revision: 1.0

**1. Purpose**

To ensure all fleet vehicles are safe, roadworthy, and compliant with company and regulatory standards before operation.

**2. Scope**

This SOP applies to all fleet drivers operating company vehicles.

**3. Responsibilities**

- Perform the inspection and report any issues.
- Review inspection reports and coordinate maintenance.
- Address and resolve reported issues.

**4. Required Tools & Materials**

- Vehicle inspection checklist (paper or digital)
- Flashlight (for low-light checks)
- Tire pressure gauge
- Camera or mobile device (for documenting issues)

**5. Procedure**

**5.1 Pre-Trip Inspection (Before Starting the Vehicle)**

**1. Exterior Check**

- Walk around the vehicle.
- Check for visible damage, leaks, or obstructions.
- Inspect tires for wear, damage, and proper inflation.
- Ensure all lights (headlights, brake lights, turn signals) are functional.
- Check mirrors and windows for cleanliness and cracks.

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## SUPPLY CHAIN

### 2. Under the Hood

- Check oil level and condition.
- Inspect coolant, brake fluid, and windshield washer fluid levels.
- Look for leaks or loose connections.

### 3. Interior Check

- Ensure seat belts are functional.
- Check horn, wipers, and dashboard warning lights.
- Confirm registration, insurance, and inspection documents are present.

### 5.2 Start-Up Check

1. Start the engine and listen for unusual noises.
2. Check dashboard for warning lights.
3. Test brakes and steering for proper function.

### 5.3 Post-Trip Inspection (Optional but Recommended)

1. Note any new damage or issues.
2. Clean out trash or debris.
3. Refuel if below  $\frac{1}{4}$  tank.

## 6. Reporting

Complete the inspection checklist.

Report any defects or concerns immediately to the Fleet Manager.

Do not operate the vehicle if a safety issue is found.

## 7. Safety Notes

Always perform inspections in a safe, well-lit area.

Never attempt repairs unless authorized and trained.

## 8. Revision History

Version	Date	Description	Author
1.0	[09/23/2025]	Daily Vehicle Inspection	David M. Johnson